



## WHISTLEBLOWER POLICY

The Ghana Monitoring and Evaluation Forum (GMEF) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the GMEF, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that GMEF can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of GMEF's code of ethics or suspected violations of law or regulations that govern GMEF's operations.

### **No Retaliation**

It is contrary to the values of GMEF for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of GMEF. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

GMEF has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Coordinator or **Mrs. Abigail Abandoh-Sam (GMEF Steering Committee member and GMEF's Compliance Officer)**. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the GMEF's Coordinator or Mrs. Abigail Abandoh-Sam, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Coordinator or the GMEF's Compliance Officer (Mrs. Abigail Abandoh-Sam).

### **Compliance Officer**

The GMEF's Compliance Officer, Mrs. Abigail Abandoh-Sam, is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Coordinator, Steering Committee and/or the Board of Directors on all complaints and their resolution and will report at least annually to the Treasurer/Chair of the Steering Committee on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters**

The GMEF's Compliance Officer shall immediately notify the Steering Committee of any concerns or

The Ghana Monitoring and Evaluation Forum (GMEF)

complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith, and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated, and which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offence.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The GMEF's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation.

**Compliance Officer:** \* The Compliance Officer is designated by the GMEF to receive, investigate and respond to all complaints.

Name: Mrs. Abigail Abandoh-Sam

Title/Organization: Former M&E Director, MiDA/Trained Professional Counsellor

Contact information: Tel. 020 8174165 Email. abigailasam@gmail.com

Policy approved by the Board of Directors on 03 November, 2020.