

ALEF's Whistleblowing Policy

ALEF aims for high quality in the projects and the partnerships that it supports, which includes zero tolerance for corruption, sexual harassment or other forms of harassment/misbehaviour/misconduct at all levels. We have developed a Whistleblowing Policy to clarify how people that work at, or in cooperation with, ALEF can report suspicions and complaints in a simple and safe way.

For the ALEF office and its board

All staff at the ALEF office shall have access to the contact details of all board members. If irregularities at ALEF's office are suspected, such as corruption, sexual harassment or other forms of harassment/misbehaviour/misconduct, staff can contact:

- Vice Chairman of the Board
- Any board member, see the board list

In case of suspicion of irregularities, such as corruption, sexual harassment or other forms of harassment/misbehaviour/misconduct, ALEF's board can contact one of the following persons:

- Chairman of ALEF's board
- Any ALEF board member or ALEF's auditor

For ALEF's partner organisations and partners

ALEF's partner organisations are responsible for their staff, which includes any conflicts and internal problems between staff and management in the partner organisations. If you as an employee of the project have suspicions of irregularities, such as corruption, sexual harassment or other forms of misbehaviour/misconduct, you should first contact the board or project management in your organisation.

If you do not feel comfortable raising the matter with the board or the project management, or if the suspicion concerns the board or the project management, you can contact ALEF at:

complaints@alef.org

The e-mail above is accessed by ALEF's Chairperson, Vice Chairperson, Project Manager and Secretary-General.

It is possible to report anonymously through the above-mentioned e-mail. ALEF will handle all complaints strictly confidentially and protect the whistleblower's identity as far as possible.

If, following signals from an employee within the organisation, ALEF suspects corruption, an additional audit shall always be carried out as soon as possible, either by the ordinary auditor or by an audit firm that has not previously audited the organisation's accounts. After submitting the report and after having talked to those involved, ALEF makes a decision on how the case should be handled. If the partner organisation receives external donor funding, the external donor must be kept informed.