



**African Population and  
Health Research Center**

## WHISTLE BLOWING POLICY

Revised: November 2018

## **Whistle Blowing Policy**

The African Population & Health Research Center (APHRC) is committed to facilitating open and honest communications relevant to its governance and operations. It is important that the Center be informed about unlawful or improper behavior / occurrence including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of Center assets;
- falsification of academic documents;
- falsification of data or results;
- violations of the Center's Human Resources policy; and
- any other improper occurrence.

We request the assistance of every employee who has a reasonable belief or suspicion about any improper occurrence to report the same. The Center values this input and each employee should feel free to raise issues of concern, in good faith, without the fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort.

We encourage any employee who has a concern to write it down and drop it in any of the suggestion boxes placed at the Center's head office or in the field site offices (Korogocho and Viwandani).

All concerns raised must be in good faith. Staff therefore must have reasonable grounds for believing the information disclosed is accurate and genuinely shows actions or omissions which indicate fraud or malpractice. Disciplinary action will be instituted to:

- any one who victimizes an employee for raising a legitimate concern;
- any one who tries to deter someone from raising a legitimate concern; or
- any one who makes false and malicious accusations or who raises concerns for personal gain.

A committee composed of a representative nominated by staff from each office location and the Human Resources Manager open the boxes once a month, investigate the concerns and submit a report to management. Management will review the report at least every quarter. The Center will then take appropriate action as it deems justified by the circumstances.

If for any reason the employee does not believe this channel of communication is adequate or safe, or if the issue being reported is about a suggestion box committee member, the concern should be reported immediately to a supervisor, Unit Leader, any member of the Executive Leadership Team or through any other established reporting channel.

