

This policy is intended to encourage trustees, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviours or practices) involving Other Foundation trustees, staff, volunteers, and consultants without retribution.

This policy statement should be read and applied in conjunction with the Other Foundation's Code of Practice and the grievance and disciplinary policy and procedures stated in its Human Resources Management Policy (which is in full compliance with South African labour relations laws).

1. The whistleblower should promptly report the suspected or actual event to their supervisor.
2. If the whistleblower would be uncomfortable or otherwise reluctant to report to their supervisor, then the whistleblower could report the event to the next highest or another level of management, including to an appropriate committee of the board of trustees or individual trustee.
3. The whistleblower can report the event with their identity disclosed or anonymously, and may report the event through the Other Foundation's catch-all safeguarding reporting email address, [concerns@theotherfoundation.org](mailto:concerns@theotherfoundation.org).
4. The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another team member, trustee or the organization.
5. A whistleblower who makes a report that is not done in good faith will be subject to discipline, including termination of the trustee or employee relationship, or other legal means to protect the reputation of the organization and members of its board of trustees and personnel.
6. Anyone who retaliates against a whistleblower who reported an event in good faith will be subject to discipline, including termination of the trustee or employee status.
7. Crimes against persons or property, such as assault, rape, burglary, fraud, extortion, etc., should immediately be reported to local law enforcement personnel by the whistleblower and by the competent authority within the Other Foundation.
8. Supervisors, managers and/or trustees who receive whistleblower reports must promptly act to investigate and/or resolve the issue.
9. The whistleblower shall receive initial feedback within five business days of their report, regarding the investigation, disposition or resolution of the issue that was reported.
10. If the investigation of a report that was done in good faith and investigated by internal personnel, is not to the whistleblower's satisfaction, they have the right to report the event to the appropriate investigative or law enforcement agency.
11. The identity of the whistleblower, if known, will remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement agencies, in which case members of the organization are subject to subpoena.

12. The policy will be reviewed and revised from time to time, as appropriate.