



## Barbados Family Planning Association Whistleblower Policy

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### Review and Approval:

Approval Date: April 29, 2016

Dates Reviewed: January 2023

Dates Revisions Announced to Staff:

Next Review Due: November 2024

Dates Revised:

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**Type of Policy:** Governance

**Purpose:** To ensure that members of staff, sessional personnel, volunteers and/or trainee filing a complaint concerning a suspected ethics violation pertaining to (BFPA) acts in good faith and in doing so will not suffer harassment, retaliation or employment-related consequences.

**Applies to:** All (BFPA) staff, sessional personnel, volunteers and trainees.

**Definitions:**

- “employee” is defined as all employees of BFPA, sessional personnel, volunteers as well as interns.

- BFPA requires the Board of Directors, Senior Management Officers, Employees, Sessional Personnel, Volunteers and Trainees to observe high ethical standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.



## Reporting Responsibility

- It is the responsibility of all Board of Directors, Senior Management Officers, Employees, Sessional Personnel, Volunteers and Trainees to comply with the core values of BFPA and practice ethical behavior, as well as report suspected violations in accordance with this Whistleblower Policy.

## No Retaliation

- No board member (s), senior management officer(s), employee, sessional personnel, volunteers and trainees who in good faith reports an ethics violation shall suffer harassment, retaliation or employment-related consequences. 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 in accordance to the Employment Rights Bill. This Whistleblower Policy is intended to aid and protect employees in the process of reporting serious concerns with the BFPA, prior to seeking resolution outside the organization.

## Reporting Violations

- In the event of a suspected violation, employees should contact their immediate supervisors for assistance in filing the complaint. If an employee feels uncomfortable contacting his/her immediate supervisor, or feels the problem has not been adequately addressed, he/she may proceed to contact higher levels of supervision. Supervisors handling these reports will contact the Human Resources Delegate. If not resolved the senior authorities in seeking resolution are the Chief Financial Officer/Business Manager and/or the Executive Director, and /or the appropriate BFPA - Standing Committee and if necessary to the Board of Directors.

## Accounting and Audit Matters (Transparency)

- The finance committee of the board of directors will address reports concerning corporate accounting practices, internal controls or auditing. Any reports of suspected ethics violations shall be submitted in a timely manner to the Chief Financial Officer and /or the Executive Director.

## **Acting in Good Faith**

- Anyone filing a complaint concerning a suspected ethics violation must be acting in good faith and have reasonable grounds for believing that the information disclosed is evidence of an ethics 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 offense.

## **Confidentiality**

- Suspected violations may be submitted on a confidential basis or anonymously to the BFPA. Confidentiality of reports will be maintained to the extent possible, consistent with the need to conduct an adequate investigation.

## **Procedures Handling of Reported Violations**

- The supervisor receiving a report regarding a suspected ethics violation will notify the sender and acknowledge receipt of the suspected violation within five business days. All reports will be promptly investigated and followed by corrective action as deemed necessary by the investigation.