

Policy Area: Policies & Guidelines	Date of Issue: June 15, 2024
Subject: Whistleblower Policy	Revision Date: December 18, 2024

The Mandate Outreach International (TMOI) Whistleblower Policy

Purpose

TMOI is committed to maintaining a culture of transparency, accountability, and integrity. The Whistleblower Policy provides a framework for employees, volunteers, board members, and other stakeholders to report unethical behavior, misconduct, or any violations of TMOI’s policies without fear of retaliation.

Scope

This policy applies to all individuals associated with TMOI, including employees, volunteers, contractors, board members, and donors.

Reportable Concerns

The following issues may be reported under this policy:

- Fraud, financial irregularities, or mismanagement of funds.
- Violation of legal or regulatory requirements.
- Breach of TMOI’s Code of Conduct or other organizational policies.
- Abuse of power, discrimination, harassment, or workplace bullying.
- Threats to health, safety, or environmental standards.
- Any actions that may harm TMOI’s reputation or mission.

Reporting Mechanisms

1. **Anonymous Reporting:**

- Reports may be made anonymously via a designated hotline, email, or web portal.
- TMOI will ensure that anonymity is maintained, where requested, to the extent possible under the law.

2. **Direct Reporting:**

- Reports can be submitted to the Whistleblower Officer, the Executive Director, or the Chair of the Board.
- A written complaint may be submitted in person or via email, outlining the nature of the concern and supporting evidence (if available).

Protection Against Retaliation

- TMOI strictly prohibits retaliation against any individual who, in good faith, reports a concern or participates in an investigation.
- Any act of retaliation will result in disciplinary action, up to and including termination of employment or association with TMOI.

Investigation Process

1. **Acknowledgment of Report:** TMOI will acknowledge receipt of the report within five business days.
2. **Initial Assessment:** The designated officer will conduct a preliminary review to determine the validity and scope of the concern.
3. **Investigation:**
 - A thorough investigation will be conducted by an impartial investigator or committee.
 - The process may involve interviewing relevant parties, reviewing documents, and gathering evidence.
4. **Outcome and Resolution:**
 - Findings will be documented, and appropriate corrective or disciplinary actions will be taken if necessary.
 - The whistleblower will be informed of the resolution to the extent possible while maintaining confidentiality.

Confidentiality

- TMOI will handle all reports with strict confidentiality, ensuring that information is disclosed only to those involved in resolving the matter.
- All documentation related to whistleblower reports and investigations will be securely stored.

False Reports

- Reports made in bad faith or with malicious intent will not be tolerated.
- Individuals found to have intentionally submitted false claims may face disciplinary action.

Communication and Training

- TMOI will provide training and resources to ensure that employees and stakeholders understand the Whistleblower Policy and reporting procedures.
- The policy will be readily accessible on TMOI's website and other communication platforms.

Review and Oversight

- The Whistleblower Policy will be reviewed annually by the Board to ensure its effectiveness and alignment with best practices.
- The Monitoring, Evaluation, and Impact Committee will oversee the implementation and adherence to this policy.

Contact Information for Reporting:

Whistleblower Hotline: +1 506-688-6648

Email Address: admin@themandateoutreach.com

Web Portal: <https://themandateoutreach.com/>

This policy underscores TMOI's commitment to upholding the highest ethical standards and fostering a safe and transparent environment for all.



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