

KWC WHISTLEBLOWER POLICY

Introduction

Kumasi Wood Cluster (KWC) is committed to providing a mechanism for the reporting of illegal activity or the misuse of KWC assets while protecting the employees who make such reports from retaliation. Where any staff, for example, suspects or observes or believes a violation of KWC code of conduct, National or International law has occurred, the fellow can raise a concern to the General Manager, Executive Director, or any of the Board Members where applicable.

Similarly, if any one suspects or observes any irregularities relating to financial integrity or fiscal responsibility, no matter how small, a report shall be made to the Executive Director or Board Members where applicable.

Questionable Conduct

This policy is designed to address situations in which an employee of KWC suspects another staff or management member has engaged in illegal acts or questionable conduct involving KWC assets. This conduct might include outright theft (of equipment or cash), fraudulent expense, mis-statements of any accounts to any Manager or to KWC Auditors, or even an employee's conflict of interest that results in financial harm to KWC but also extends to acts of corruption. KWC encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously, if necessary.

Making a Report

If an employee suspects illegal conduct or conduct involving misuse of KWC assets or in violation of the law, by a staff member, he or she may report it anonymously if the employee wishes to the Executive Director. The employee will be protected against any form of harassment, intimidation, discrimination or retaliation for making such a report in good faith. Where the violation involves a management staff or the Executive Director the report shall be to the Board Chair.

Employees can make a report at any time: contact numbers are provided at the end of this policy statement. Reports can be made by telephone, writing or social media. The Executive Director and/or Board Chairman shall promptly conduct an investigation into matters reported, keeping the informant's identity as confidential as possible, consistent with KWC's obligation to conduct a full and fair investigation.

Protection of Employees Who Report Misuse of KWC Assets

No Retaliation: An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind by any KWC staff shall immediately report it to the Executive Director or the Board Chairman, as appropriate. The

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matter will be investigated in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation. The committee conducting the investigation will notify the staff of the results of the investigation. KWC strongly disapproves of and will not tolerate any form of retaliation against staff who report concerns in good faith regarding KWC operations. Any employee who engages in such retaliation will be subject to disciplinary actions up to and including termination.

Access to confidential information regarding the matter shall be limited only to those on the investigation committee who need to know. Hard copies of documents shall be kept locked and electronic copies shall be password protected. Computer access shall be monitored.

Please see below the email addresses to contact and telephone numbers to call:

Mr. Gustav Adu (Executive Director): gustavadu@gmail.com (Tel) +233-243311579

Dr. Alhassan N. Attah (Interim Board Chairman): anattah@yahoo.com (Tel) +233-208-698-457

Dr. Emmanuel Acheampong (Vice Chair): ekachie@yahoo.com (Tel) +233 -243412179

Mrs. Alberta Adjei Gotah (Member) aagotah@gmail.com (Tel) +233 244750457

Dr. Quaye Botchway quaye@qbqresearchandconsultancy.co.uk (Tel) +447904090878

ADOPTION

This policy was adopted by the Board of Directors of the Kumasi Wood Cluster Association on;

Date 19/09/18

Signature *Alhassan Attah*

Name Alhassan Attah

Position Chairman of KWC Board

