



AUSTRALIA

INF Australia Whistleblower Policy.

Version: 1

Owner: CEO

Applies to: All

1. Introduction

The International Nepal Fellowship [Australia] Ltd (INF Australia) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We are accountable to all of our stakeholders and must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Policy describes INF Australia's commitment to being an open and transparent organisation and details how comments or complaints can be made regarding any aspect of INF Australia's behaviour or activities.

All Staff and Volunteers will be made aware of this policy, it will be referred to in INF Australia's Annual Report and at Annual General Meetings, and can be downloaded from INF's website. This policy will be reviewed within three years of it being adopted by INF Australia's National Council.

2. Internal Handling of Comments and Complaints

Comments

INF Australia strives to be honest, trustworthy and transparent and we are committed to making what we do consistent with what we say. We have an open door policy and welcome questions, comments or suggestions. These should be directed to:

Office Manager
INF Australia, PO Box 5400, West Chatswood, NSW 1515
Email: Ausoffice@inf.org.au
Telephone: [02] 9411 1195

If contact details are included, comments will be responded to.

Complaints

Any suspected improper or illegal activity by INF Directors, Staff or Volunteers should be reported immediately. While concerns about serious illegal activity should be reported directly to the relevant authorities, the intention of this Policy is to enable concerns to be

raised within the Organisation prior to seeking resolution outside the Organisation.

Concerns about any improper or illegal activity can be raised in confidence with the CEO of INF Australia who has responsibility for investigating all reported complaints and allegations. Concerns can be raised anonymously, although this could make it more difficult to investigate. These should be addressed to:

CEO
INF Australia, PO Box 5400, West Chatswood, NSW 1515
Or Email: ceo@au.inf.org

The CEO will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be investigated and appropriate corrective action will be taken.

In the event that a concern relates to the CEO, it should be addressed to the Chairman:

Chairman
INF Australia, PO Box 5400, West Chatswood, NSW 1515
Or Email: chairman@au.inf.org

No Retaliation

No-one who in good faith reports improper or illegal activity shall suffer harassment, retaliation or adverse employment consequence. Anyone connected with INF who retaliates against someone who has reported a violation in good faith may be subject to discipline.

Good Faith

This policy is based on people acting in good faith to report concerns that they have reason to believe are true. INF Australia may take action against anyone who makes unfounded allegations that are proven to have been made recklessly, maliciously or with the foreknowledge that the allegations were false.

Confidentiality

Reports of violations or suspected violations will be kept confidential, to the extent permitted by law, and consistent with the need to conduct an adequate investigation.

3. External Handling of Comments and Complaints

INF Australia is a member of the Australian Council for International Development (ACFID) and is a signatory to their Code of Conduct. The Code requires its signatories to meet high standards of corporate governance, public accountability and financial management.

ACFID monitors compliance with the Code and offers a mechanism to address concerns relating to signatories' conduct. More information about the ACFID Code of Conduct can be obtained from ACFID at:

Website: www.acfid.asn.au;
Email: code@acfid.asn.au;