

Kerk in Actie Whistleblower process

(v20012021)

1. Introduction

This policy provides protection of the rights of the whistleblower of wrongful acts of staff of Kerk in Actie or people representing the organization.

This policy applies to the staff of partner organizations and the involved beneficiaries of Kerk in Actie's projects. The policy covers the responsibility to report victimizing by Kerk in Actie due to the report of wrongful acts committed by staff of Kerk in Actie or people who represent Kerk in Actie. ¹

2. Definition

A **whistleblower** is a person who exposes secretive information or activity within Kerk in Actie that are deemed wrongful acts committed by staff of Kerk in Actie or people who represent Kerk in Actie and is victimized by Kerk in Actie because of it.

Wrongful acts in this sense are described as:

- Financial and procedural malpractice including those relating to mismanagement, misappropriation of funds, actual or suspected fraud, abuse of authority and non-compliant behavior with the Kerk in Actie and ACT Codes of Conduct
- HR related matters, such as (sexual) harassment, bullying, aggression, violence and discrimination

Under this policy, it will be a disciplinary matter if a genuine reporter were to be victimized.

3. Reporting responsibilities

Members of staff of partner organizations and beneficiaries are required to report victimizing due to reporting wrongful acts committed by Kerk in Actie-staff or people representing Kerk in Actie to the External Complaint officer at GIMD.

You can contact them during Dutch office hours by phone on +31 (0) 88 8008524 or via email: meldpuntgoededoelen@gimd.nl

You can contact them in Dutch, English, Spanish, Portuguese and French and will reply your email within 1 workday.

4. Handling of reported cases

Confidentiality and anonymity

¹ Kerk in Actie staff who believe that his/her rights are violated can make a formal complaint in accordance with the Protestantse Kerk HR Complaints procedure. Externally with the 'vertrouwenspersonen' or internally at the klachtenformulier on the Protestantse Kerk website. The 'Klachtenprocedure' can be found [here](#).

Cases are always handled with strict confidentiality. Reports can also be made on anonymous basis. The confidentiality and anonymity of the reports will be kept to the maximum extent possible, consistent with the need to conduct an adequate investigation.

The person who reports the case has the right to be protected to any form of disadvantage because of his/her report. How this person can be protected in the best way differs per case and will therefore be decided per case.

5. Procedure for whistleblowers

To submit a complaint or appeal about the behaviour or a decision of Kerk in Actie staff members or people representing this organizations please see the [Complaints and appeal procedure Kerk in Actie for partners](#).

When Kerk in Actie is suspected of victimizing the reporter because of the report made, the external Complaint officer will first contact Kerk in Actie and try to solve the situation. If this is insufficient the external complaint officer will forward the situation to the 'Huis van de Klokkenluiders', the "Home of Whistleblowers" to investigate the situation.

On an a three months basis, issues will be tracked and reported to the Management Team in the annual report of the Integrity Officer, Business Controller and HR. Kerk in Actie also reports all cases in its annual report.