



POLICY

WHISTLEBLOWING

February 2022

Index

1. Scope and target of Whistleblowing policy	3
2. Reporting crimes or irregular activity	3
3. Protection of whistleblowers	4
4. Whistleblowers' responsibilities	4

1. Introduction

Community Agency for Rural Development - CAD is committed to the highest values of transparency, accountability and integrity of our staffs in management and implementation of funds and programs of human development programs. At the same time, CAD is committed to zero-tolerance on anyone who is contracted by CAD, commits any illegal, irregular or ethically incorrect behavior occurring within the organization. Therefore this policy was enacted to any staff who shares our highest values by doing whistleblowing to any members of Senior Management Team of our organization.

2. Scope and target of Whistleblowing policy

In order to promote an internal culture involving correct behavior, based on legality, and a good Corporate Governance system, CAD presents this Whistleblowing Policy as the expression of the possibility - offered to all those who collaborate with the Foundation and to the beneficiaries of the projects – to report circumstances of supposed illegal, irregular or ethically incorrect behavior occurring within the organization

The Policy is addressed in particular to all sectors of the CAD organization including the Board of Directors, the statutory and law Body, the employees, collaborators, volunteers, partners and beneficiaries of CAD projects.

The Foundation guarantees that the proceedings to verify reports are carried out in respect of national legislation applying to the present policy.¹

3. Reporting crimes or irregular activity

Each recipient of this policy is required to report any behaviors, risks and suspicions of offences or violations and other irregularities that might show up a malfunctioning of the Foundation, or even lead to damage to the Foundation, that the whistleblower becomes aware of in the place of work and/or during the execution of his or her duties and/or during relationships with the Foundation.

In general, the report may concern acts or omissions committed or attempted in contrast with the CAD staff Code of Conduct as well as those that might damage the image and/or the assets and/or the employees, the collaborators and the beneficiaries of the projects of the Foundation.

Whistleblowing does not concern remonstrations or mere complaints of a nature personal to the whistle blower, nor claims and requests that fall under the discipline of work place relationships or relationships with superiors or colleagues, which are cases that must be referred to the competent personnel management units.

Specific procedure, published and periodically updated by the Foundation according to the evolution of the norms in force, is developed to define the communication channels for the reception of the reports, the methodology to be followed in their analysis, their processing and their final communication (including the action to be taken following the examination), as well as the steps to be taken in putting the procedure into practice.

Anonymous reports will be considered only if concerning facts of particular seriousness and of which the contents are sufficiently detailed and specific to bring to light facts and situations related to well defined contexts.

¹ Cesvi Whistleblowing Policy 2018, pg. 3

As a general rule all communications must be addressed only to the Supervisory Body of the Foundation, which will deal directly with it in those cases where an act is reported which is in the interests or to the advantage of the Foundation and where the details of penal responsibility of the Foundations are identified, as per the national legislative decree.

In all other cases the Foundation's Internal Audit office will investigate the question and report the results to the Supervisory Body.

4. Protection of whistleblowers

As provided for by national law CAD guarantees the protection of the identity and the person of the whistleblower in handling the report. Furthermore CAD, as provided for by national law, forbids any direct or indirect act of reprisal or discrimination against the whistleblowers for reasons directly or indirectly related to the report.

When CAD employees or collaborators, namely persons with a direct or indirect subordinate work contract who, in good faith and in the interests of the Foundation's integrity, reports presumably illicit behavior, significant and based on precise and coherent elements, of which they have become aware while carrying out their business relationship, they may not be sanctioned, demoted, fired, transferred or subjected to other organizational measures of redress, with direct or indirect negative effects on the work conditions, as a result of the report.

Furthermore “Firing of the whistleblower as reprisal or discrimination is null”. The changing of roles are also null, as are any other discriminatory measures or reprisals against the whistle blower

In cases of controversy linked to the application of disciplinary sanctions or of role change, firing, transferal, or of imposition on the whistleblower of other organizational measures with direct or indirect negative effects on the conditions of work following the reporting, the employer must demonstrate that such measures are based on reasons unrelated to the whistleblowing. The whistleblower procedure describes the details on the protection of whistleblower identity and the management of cases related to the retaliation against those who have undertaken the report

5. Whistleblowers' responsibilities

The present policy doesn't affect the penal responsibility of the whistleblower in the hypothesis of slanderous or defamatory reports in terms of the penal code and the civil code. The whistleblower is also responsible for any form of abuse of the present policy, such as reports that are clearly opportunistic and/or made with the sole purpose of harming the person charged or other persons, and for any other suspicion of improper use or of intentional manipulation of the institution this policy refers to.

Should, at the end of the preliminary inquiry, the report be shown to have been self-serving or intentionally false the disciplinary steps indicated in the Human Resources Policy will be taken against the person who presented the report, and a crime complaint will be made to appropriate authority, in case of crime.

6. Policy Effectiveness and Amendment

- a. This policy comes to effect from 16th February 2022.
- b. This policy can be amended if necessary, with majority votes of members of Board of Management.
- c. Any amendment in this policy is approved with majority votes of members of Board of Management.