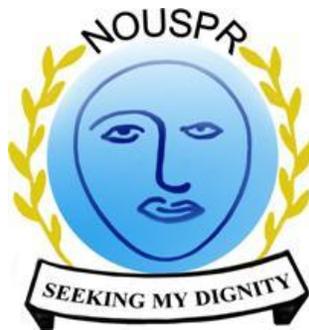


NATIONAL ORGANISATION OF USERS AND
SURVIVORS OF PSYCHIATRY IN RWANDA



NOUSPR BLOWING POLICY

A policy safeguarding people who report wrong doing at NOUSPR
2010

NOUSPR
[January 2018]

WHISTLE BLOWING POLICY

Chairperson's word

NOUSPR is committed to improving the governance of its programs. To this end, the whistle blowing policy has been designed to complement the fraud policy and code of ethics and conduct. What is whistle blowing, one may ask. To blow the whistle as done by a referee during a match is to point out a problem. In management, this is no different and a whistle blower blows the whistle to put out wrong doing in the organization. The wrong act may have been done by a member of staff, board member or contracted individual or company. The whistle blower should point out the wrong doing without any fear of being victimized by top management or colleagues in the organization.

NOUSPR is glad to pass this policy governing all NOUSPR employees as regards reporting improper conduct of another employee. It is considered a vital document as whistle blowing may occur from time to time and the person who volunteers genuine information ought to be protected.

On behalf of the Board and staff led by the Executive Director, NOUSPR will respect this policy like all others. We are confident that this policy lays a good foundation for better accountability, transparency, fair practice and a corrupt free environment at NOUSPR.

Signed

Shemus Murakatete

NOUSPR chairperson

Dated

WHISTLE BLOWING POLICY

General introduction

This whistle blowing policy governs all employees. An employee under this code is any person employed by or working for NOUSPR (full time, contract, volunteer) and is receiving or entitled to receive any remuneration in respect of such employment or work. Rules, regulations, procedures and discipline are necessary in every organization to ensure stability. The whistle blowing policy is administered under the provisions of the labour law (2015) of Rwanda.

Scope: The Model Whistleblower Policy extends beyond the law by encouraging reporting of law violations as well as prohibiting retaliation.

Policy: If any employee reasonably believes that some policy, practice, or activity of National Organization Of Users And Survivors Of Psychiatry In Rwanda [NOUSPR], is in violation of law, a written complaint may be filed by that employee with the Executive Director or Chairperson if the subject under suspicion is the Executive Director.

Board resolution: The board of directors approves the inclusion of the following statement in the Employee Handbook, and directs the Executive Director to ensure that it is given to and acknowledged by all employees. In addition, the Executive Director will ensure that whistleblower protection notification is posted in the workplace(s) as required by Rwanda law.

Definitions

A whistleblower as defined by this policy is an employee of NOUSPR who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

WHISTLE BLOWING POLICY

Examples of illegal or dishonest activities are violations of the country's laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Any whistleblower who believes he/she is being retaliated against must contact the Executive Director or Chairperson immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact Executive Director (ED) and where the ED is party to questionable practice to the chairperson of the Board.

WHISTLE BLOWING POLICY

It is the intent of _____ [name of staff or Board member] to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of NOUSPR and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

National Organization Of Users And Survivors Of Psychiatry In Rwanda [NOUSPR] will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of a NOUSPR manager, staff, volunteer or Board member or of another individual or entity with whom National Organization Of Users And Survivors Of Psychiatry In Rwanda [NOUSPR] had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

National Organization Of Users And Survivors Of Psychiatry In Rwanda [NOUSPR] will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of National Organization Of Users And Survivors Of Psychiatry In Rwanda [NOUSPR] that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

WHISTLE BLOWING POLICY

Adoption of the policy

We, Board members of NOUSPR, today, 24th January 2017 hereby adopt this policy as a binding policy on whistle blowing practices and procedure at NOUSPR.

Names

Title

Signature

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Employee's counter signature as acceptance

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature and Date