

IMC Worldwide Ltd. Whistleblowing Policy

IMC Worldwide believes strongly in accountability, transparency and respect for individuals. All employees, and programme personnel¹, company Directors, and third parties are encouraged to raise genuine concerns about possible misconduct in our operations, whether in matters of financial reporting or in any other matter not specifically addressed in our other policies. This is particularly important when the possible misconduct may negatively impact the beneficiaries of IMC Worldwide.

I About this policy

Our Whistleblowing policy is designed to:

- Support the values and mission of IMC Worldwide.
- Ensure that employees, programme personnel, company Directors, and third parties can feel comfortable raising concerns without fear of retribution.
- Provide a transparent and confidential process for dealing with concerns including, but not limited to: financial transactions, financial reporting, fraud/corruption, bribery, blackmail, criminal offenses, failure to comply with legal or regulatory obligations; abuse, exploitation, endangering the health and safety of other individuals; endangering the environment; concealment of any of the foregoing concerns.

This policy extends to all IMC Worldwide activities and extends to programme personnel, company Directors and other partner and beneficiary organisations with which we work.

2 Duties and Obligations of employees and programme personnel

2.1 If any employee, team member has a concern about possible misconduct, s/he is obligated to report it immediately, either orally or in writing. Any such report should include full details and, if possible, supporting evidence. If a report is made anonymously, it is more difficult for IMC Worldwide to take action.

2.2 Employees should report any concerns in the following order:

- To your line manager (or, if not appropriate);
- To the IMC HR Manager (or, if not appropriate);
- To another member of the senior management team (or, if not appropriate);

¹ Programme personnel being staff working on IMC projects - IMC staff, independent consultants or staff engaged through sub consultancy firms.

- To the IMC independent Whistleblowing service².
- 2.3 Programme personnel should report any concerns in the following order:
- To the IMC Team Leader or Project Manager (or, if not appropriate);
 - To the IMC Project Director or Regional Director (or, if not appropriate);
 - To IMC Worldwide’s Managing Director (or, if not appropriate);
 - To IMC’s independent whistleblowing service³.
- 2.4 Employees or Programme personnel who in good faith raise concerns covered by this policy shall be treated fairly and protected from victimisation and other detrimental treatment.
- 2.5 Employees or Programme personnel shall fully cooperate with any investigations conducted by IMC Worldwide.
- 2.6 Those wishing to raise a concern who are not an employee or team member should make a report through our independent whistleblowing service (see section 4).

3 Duties and Obligations of IMC Worldwide

IMC Worldwide shall treat all concerns brought to our attention seriously and in accordance with this policy.

- 3.1 IMC Worldwide shall consider whether the alleged misconduct falls under the area of “whistleblowing” contained in this policy or whether another policy (e.g. Business Ethics Policy, Anti-Harassment and Bullying Policy, Safeguarding Policy etc.) may better apply to the alleged misconduct.
- 3.2 If IMC Worldwide determines that an investigation is warranted, we shall conduct a thorough and confidential investigation to the extent possible. Complete confidentiality protecting the identity of the individual who raised the report may not always be possible. If an employee or team member’s identity must be disclosed, s/he will be advised prior to disclosure unless there is legal requirement or police advice not to do so.
- 3.3 In the course of any investigation, IMC Worldwide shall ensure that any person accused of alleged misconduct is fairly treated at all times and has the right to present his/her own account of events as early as possible during the investigation.
- 3.4 Investigations relating to IMC’s Safeguarding Policy will be carried out according to IMC’s Safeguarding Investigation Policy.
- 3.5 IMC Worldwide will investigate, and treat as a serious matter:
- Allegations made by an employee or team member which are not in good faith and are found to be false or malicious.
 - Actions by an employee or team member intending to either prevent a fellow colleague from making a confidential report or victimise that employee or team member for raising concerns.
- 3.6 Intentional false reporting of misconduct is prohibited and will result in termination of the IMC Worldwide employee, independent consultant or sub consultancy Agreement.
- 3.7 IMC Worldwide shall provide feedback to those who raise concerns in connection with this Whistleblowing Policy. Such feedback shall include what steps have been taken to investigate and

² Or if appropriate (DFID funded projects) to DFID Counter Fraud and Whistleblowing Unit reportingconcerns@dfid.gov.uk or on +44 (0) 1355 843747

³ See above

address the concern. Under certain circumstances, however, there may be a delay in giving feedback or a limit to what can be shared based on the advice of police and/or legal counsel.

4 Raising a concern

Please note if any employee or member of our programme personnel has concerns or suspicions about unethical behaviour of another employee, director, independent consultant, partner, supplier or clients then please raise it immediately via the steps in section 2.2 or 2.3 respectively or through our independent confidential 24/7 Whistle Blowing hotline (below).

<https://wrs.expolink.co.uk/imcworldwide>

Telephone number for the UK is 0800 374 199

Email address is imcworldwide@expolink.co.uk

The international number can be found using this link – <http://www.expolink.co.uk/whistleblowing-hotline/PDF/International-Freephone-listing.pdf>



Your concerns MATTER
Raise them in CONFIDENCE
CALL EXPOLINK FREE, 24/7 ON
0800 374199

An anonymous, confidential and free telephone service that enables you to report your concerns about theft, fraud or other wrongdoing in your workplace



Expolink is a completely independent company. Your conversation will not be recorded. YOU CAN CHOOSE TO REMAIN COMPLETELY ANONYMOUS, WITH ONLY DETAILS CONCERNING YOUR REPORT BEING PASSED ON TO YOUR EMPLOYER