



INCLUSIVE AND AFFIRMING MINISTRIES (IAM)

WHISTLE-BLOWING POLICY

1. Purpose

Inclusive and Affirming Ministries (IAM) is committed to maintaining the highest standards of integrity, accountability, and ethical conduct. This Whistle-Blowing Policy provides a framework for employees, partners, vendors, and external stakeholders to report suspected misconduct, including fraud, bribery, abuse, and other wrongdoing, in a confidential and secure manner. IAM ensures that whistleblowers are protected from any form of retaliation for making disclosures in good faith.

2. Policy Statement

IAM's policy is to:

- Promptly and thoroughly investigate all genuine disclosures of improper conduct.
- Maintain confidentiality and protect the identity of whistleblowers whenever appropriate.
- Prohibit any form of retaliation or victimization against individuals who report misconduct in good faith.
- Take appropriate action against individuals found to have engaged in improper conduct.

3. Scope of the Policy

This policy applies to all IAM employees, board members, volunteers, vendors, partners, and external stakeholders, including communities affected by IAM's activities. Reports can be made regarding:

- Financial misconduct (e.g., fraud, bribery, corruption, or mismanagement of funds).
- Violations of IAM policies, ethical standards, or contractual obligations.
- Abuse, harassment, discrimination, or safeguarding concerns.
- Any other conduct that undermines IAM's mission and values.

4. Confidential Reporting Mechanism

To ensure accessibility and confidentiality, IAM provides multiple channels for reporting misconduct:

- **Email:** Reports can be submitted to IAM's internal auditor at alida@iam.org.za or Wihann.Rabe@mazars.co.za.



- **Phone:** Whistleblowers may call Alida Bergman at **082 655 7611** or Wihann Rabe at **082 3036738**.
- **Online Form:** A secure reporting form is available on IAM's website.
- **In-Person:** Reports can be made in person to IAM management or the internal auditor.

All reports must include sufficient details (who, what, when, where, and how) to facilitate an effective investigation. Anonymous reports will be accepted, but follow-up may be limited if further details are required.

5. Complaints-Handling Process

IAM is committed to responding effectively to concerns raised by external stakeholders, including communities affected by crises. A functional complaints-handling process will be maintained to:

- Ensure timely review and appropriate action on complaints.
- Provide feedback to the complainant where possible.
- Monitor and evaluate the handling of complaints to improve transparency and accountability.

6. Reporting and Transparency

To enhance transparency and encourage reporting, IAM will:

- Publish the **Whistle-Blowing Policy, Fraud Policy, and Safeguarding Policy** on its website.
- Maintain a log of reported cases and actions taken, ensuring appropriate follow-up.
- Provide annual reports to the IAM Board on whistle-blowing disclosures and resolutions.

7. Inclusion of Partners and Vendors

IAM requires that its partners and vendors implement their own complaint and safeguarding mechanisms. Vendors and partners must:

- Provide a secure and accessible mechanism for reporting misconduct.
- Ensure their processes align with IAM's commitment to ethical conduct and safeguarding.

8. Non-Retaliation and Protection

IAM strictly prohibits retaliation against whistleblowers. Any employee, vendor, or partner found to engage in retaliatory actions will face disciplinary measures, including possible termination of contracts or partnerships.

9. Review and Amendment



This policy will be reviewed bi-annually to ensure its effectiveness and relevance. Any necessary amendments will be made with approval from IAM's Board.

Effective Date: 30/03/2025

Approved by: IAM Board Members

