



Whistle-Blower (Wrongful Conduct Reporting) Protection (Updated October 2021 also in Employee Manual)

STI is committed to high standards of ethical, moral and legal business conduct. STI is further dedicated to acting in good faith with those employees who raise concerns regarding incorrect financial reporting, protection, sexual exploitation and Abuses, unlawful activity or otherwise improper conduct.

This Whistleblower Policy provides employees with an avenue for raising such concerns, and to reassure such employees that they will be protected from reprisal or victimization as a result of reporting the alleged wrongdoing of any officer, director, employee or agent of STI.

Statement of Policy

No officer, director, employee or agent of STI shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing senior management of STI or any law enforcement officer any truthful information relating to the commission or possible commission of any offense.

Safeguards

Harassment or Victimization - STI will not tolerate the harassment or victimization of any employee who raises concerns under this policy.

Confidentiality – STI will make every effort to confidentially safeguard a complainant's identity, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly.

Anonymous Allegations – Because a thorough investigation often depends on the ability to gather additional information, STI encourages complainants to put their names to allegation of wrongdoing. STI will explore anonymous allegations to whatever extent possible, however STI will take no action based on mere gossip, innuendo, or allegations that cannot be verified. Anonymous allegations must be substantiated by evidence to result in corrective action.

Bad Faith Allegations – Allegations made in bad faith may result in disciplinary action.

Process for Raising a Concern

Reporting – STI intends this policy to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct may be reported directly to the Country Director or Regional Director or the Human Resource Manager. In the

event that an individual's concern rises to the level that they reasonably believe that notice to these officers will be disregarded or otherwise not considered fairly, the individual may then report violations or suspected violations either to the STI Regional Director Employment-related concerns should continue to be reported through your supervisor and/or Country HR department.

Timing – The earlier a concern is expressed, the easier it is to take action. Evidence – Although a complainant is not expected to prove the truth of an allegation, they should be able to demonstrate that they have made the report in good faith.

How to report-

STI will accept wrongful conduct/whistleblower complaints made orally (telephone or in person) or in writing, and in any language.

Confidential e-mail: akalsumf@scienceteacherinitiative.org

• Mobile: [+211929274344/+211919274344](tel:+211929274344)

Investigation and Response: STI will investigate allegations in an objective and timely manner. STI will respond promptly and effectively to any alleged violation of STI whistle blower policy. Officers, director, employees or agent of STI, who may be implicated in such reports, shall not participate in any deliberation of the investigative team related to the complaint, except to present information directly to the team on their own behalf.

A more complete explanation of STI's Whistleblower Policy can be found on STI Employment Manual. **Acknowledgement of Receipt:**

I declare that:

- I have read, understood, and agree to adhere to the STI whistle blower Policy.
- I will follow the procedures detailed in the STI whistle blower Policy.
- I understand that I must fully cooperate in the investigation of any violation of this policy, including if I am accused of misconduct.
- I agree that if I become aware of any suspicion or an allegation of a violation of this policy, I must report the matter as described in the Policy.

Name: _____

Position/Role: _____

Signature: _____

Date: _____

*** If you are unable or unwilling to sign this form, please contact your local HR leader or STI representative.*