

SPEAK UP POLICY

Edition: 01



THE WHISTLE-BLOWER PROCESS

OTHER TEAM-SHARING SPACES:

MONTHLY TEAM MEETINGS

ONCE PER MONTH

OBJECTIVE: DISCUSS ONGOING ACTIVITIES AND MATTERS RELATED TO COORDINATION BETWEEN UNITS/ PROGRAMS OR BETWEEN COLLEAGUES OF THE SAME TEAM

AT PROUD LEBANON, WE ARE ALL WHISTLE-BLOWERS:


- BEING A WHISTLE-BLOWER ENTITLES YOU TO REPORT AND EXPOSE ANY KIND OF INFORMATION**
- OR ACTIVITY THAT IS CONSIDERED TO BE ILLEGAL, UNETHICAL, OR AGAINST PROUD LEBANON'S RULES**
- AND REGULATIONS, CORE VALUES AND/OR BELIEF (THEFT, FALSIFYING DOCUMENTS, PSEA, ETC.)**
- IT IS EVERYONE'S OBLIGATION TO REPORT MISCONDUCT THAT COULD RESULT IN HURTING OTHER COLLEAGUES, BENEFICIARIES AND THE ORGANIZATION SUCH AS ANY HARASSMENT WITHIN THE WORKPLACE**

- WHISTLE-BLOWERS' ANONYMITY IS ALWAYS GUARANTEED**

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**REPORTING
WRONG-DOING
RELATED TO YOUR
GENERAL MANAGER,
AREA MANAGERS**



**REQUEST A MEETING WITH THE
OPERATIONAL DIRECTOR TO DISCUSS
THE MATTER AT HAND**

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**REPORTING
WRONG-DOING
RELATED TO
A COLLEAGUE**

**REPORTING
WRONG-DOING
RELATED TO
YOUR DIRECT
SUPERVISOR**

**REQUEST A MEETING WITH YOUR
AREA MANAGER TO DISCUSS THE
MATTER AT HAND**

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APPLICABLE IN HEADQUARTERS (if applicable)

**REPORTING
WRONG-DOING
RELATED TO A
COLLEAGUE**

**REQUEST A MEETING WITH
YOUR MANAGER TO DISCUSS
THE MATTER AT HAND**

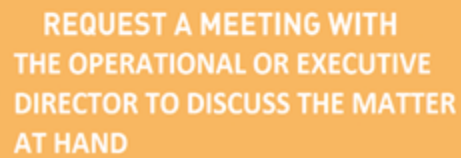
**REPORTING
WRONG-DOING RELATED
TO YOUR DIRECT
SUPERVISOR
(PROGRAM/DEPARTMENT
MANAGERS)**

**REQUEST A MEETING WITH
THE OPERATIONAL OR EXECUTIVE
DIRECTOR TO DISCUSS THE MATTER
AT HAND**

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**REPORTING
WRONG-DOING RELATED
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(PROGRAM/DEPARTMENT
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**REQUEST A MEETING WITH
THE OPERATIONAL OR EXECUTIVE
DIRECTOR TO DISCUSS THE MATTER
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