



#### **Proud Lebanon**

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## **SPEAK UP POLICY**

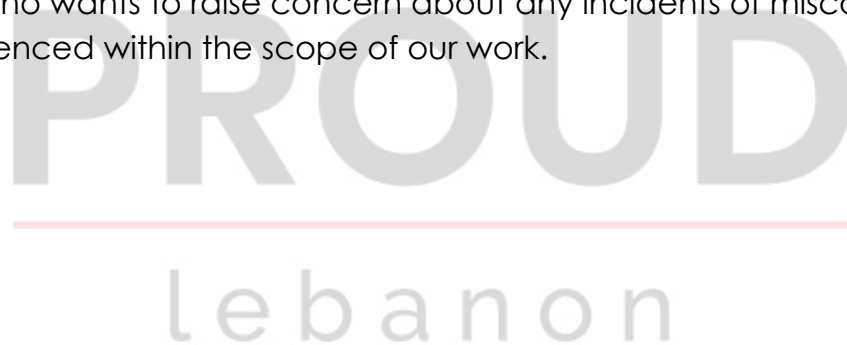
### **Purpose**

This Speak Up Policy provides guidance on how to raise concerns and report suspected wrongdoing within our organization. We are committed to fostering a culture of integrity and accountability, and we encourage everyone associated with our organization to speak up if they have any concerns.

### **Who Can Speak Up**

This policy applies to all employees, volunteers, interns, contractors, partners, and other stakeholders of PROUD Lebanon. We welcome reports from anyone who has a reasonable belief that wrongdoing has occurred or is occurring within the organization, or if they hear, witness or experience any incidents of misconduct within the organization.

It is also available to any party with whom Proud Lebanon has had a working relationship or any other person who wants to raise concern about any incidents of misconduct or failure observed or experienced within the scope of our work.





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### **Types of Concerns**

You are encouraged to speak up about any suspected misconduct or wrongdoing, including but not limited to:

- Violations of our Code of conduct, policies, or regulations
- Fraud, theft, corruption or misuse of organizational assets
- Discrimination, harassment, or other unfair treatment
- Sexual exploitation or abuse
- Potential or actual human rights violations
- Abuse of power or authority
- Threats or acts of violence
- Conduct likely to damage the organization's reputation
- Health and safety risks
- Conflicts of interest

This policy is **not** used for:

- Raising any grievances you may have in relation to your employment
- Setting personal disputes
- Making false accusations

### **When to Speak Up**

We encourage concerns to be raised or reported as soon as possible, especially where potential misconduct or breach can still be prevented.



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## **How to Speak Up**

There are several ways and channels to speak up.

- You can discuss any concerns with your line manager or HR manager, who will attempt to resolve the matter as soon as it is reasonably practicable or will pass on the matter to the appropriate person, such as the Executive Director or the Executive Board, if required to investigate.
- If this is not appropriate you can raise the concern directly with the Executive Director or the Executive Board.
- You communicate your concern or issue during monthly team meetings.
- If you prefer to report a concern anonymously, you can do so through our online reporting form at <http://proudlebanon.org> in total confidentiality.

## **What Happens Next?**

Once a concern is reported, it is thoroughly investigated in a timely and objective manner. Appropriate actions will be taken to address this issue and prevent similar occurrences in the future.

At the conclusion of an investigation, the person who reported the concern will be informed of the outcome to the extent possible and appropriate.

## **Non-Retaliation**

We are committed to protecting those who speak up in good faith. No one who raises a genuine concern will face retaliation, discrimination, or any other adverse consequences.



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**Misuse of the Speak Up Policy**

If an investigation reveals that a report was made maliciously or in bad faith- that is with the knowledge that it was false, the individual may be subject to disciplinary action.

**16/09/2024**

