



THE PROMISE FOUNDATION

For mental health, education and potential realisation

PROTECTION AGAINST RETALIATION POLICY

Policy Brief and Purpose

The Promise Foundation (the Foundation) Protection Against Retaliation policy is to ensure that we operate in an open, transparent and fair manner and enhances protection for those who report misconduct, wrongdoings, or cooperate with authorised investigations and audits.

Scope

This policy applies to employees, board members, contractors, students and volunteers.

To be considered a protected activity, a report of misconduct must include evidence to reasonably support the belief that misconduct occurred.

Policy elements

Retaliation means any action taken either directly or indirectly that has a detrimental impact, and adversely affects your employment or working conditions. The object of retaliation is to punish, intimidate or injure you because you engaged in protected activity.

You must submit a request for protection to the Ethics Committee within six months of becoming aware of the retaliation.

Under the policy, the Ethics Committee maintains the confidentiality of all communications received from complainants who request protection. We will not discuss your matter with third parties without receiving your consent first.

The Ethics Committee mandate includes:

- Receiving retaliation complaints and conducting preliminary reviews;
- Recommending interim protection measures to protect complainants during an investigation;
- Referring complainants heads of department/office for managerial problems, as appropriate; and
- Recommending final, post-investigation corrective measures when a case of retaliation has been established and recommending referrals for disciplinary action, as appropriate.

If you feel you were subjected to retaliation because you reported misconduct or wrongdoing or cooperated with an audit or investigation, contact the Ethics Committee by email at: poshcommittee@thepromisefoundation.org

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