



SKOVDRKERNE

Whistle-blower policy for

Danish Forestry Extension

Applicable for all DFE partner organisations

2018



SKOVDYRKERNE

Objective of Whistleblower Protection Policy

- With the intention to observe high standards of business and personal ethics in the conduct of duties and responsibilities while complying with all applicable laws and regulations. And not at least ensuring necessary protection of staff (in particular junior ones) or relevant stakeholders in case they bring attention to possible irregularities / abuse.



SKOVDYRKERNE

Encouragement, Responsibility and Reporting

- To encourage and enable employees and others to raise serious concerns internally
- Address and correct inappropriate conduct and actions.
- Responsibility of all board members, officers, employees and volunteers to report concerns about violations of code of ethics or suspected violations of law or regulations



SKOVDYRKERNE

No Retaliation

- If a person in good faith have reported irregularities: i.e. ethich or legal violation, discrimination, fraud, etc. he/she shall not be subject to any retaliation.
- Any retaliation should be subject to disciplinary actions up to and including termination of employment of the person(s) which made the retaliation.



SKOVDYRKERNE

Reporting Procedure

- There shall be an open door policy that encourage employees to share their questions, concerns, suggestions or complaints with their supervisor.
- An option to report directly to DFE is possible and will be treated confidentially.
- All complaints shall be reported to DFE and investigated properly



SKOVDYRKERNE

Compliance Officer

- Every partner organisation shall appoint a compliance officer, which shall be:
- Responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.



SKOVDYRKERNE

Accounting and Auditing Matters

- In case of suspicion of any concerns or complaint regarding corporate accounting practices, internal controls or auditing the audit committee or alike shall be notified and involved resolving the matter.



Acting in good faith

- Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense



SKOVDYRKERNE

Confidentiality

- Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



SKOVDYRKERNE

Handling of reported violations

- DFE or the local Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation