Institutional Policy on Investigation Procedures

1. Policy Statement

This policy establishes clear, fair, and confidential procedures for investigating reports of misconduct, including gender-based violations, abuse of authority, and ethical breaches. The organization is committed to upholding integrity, accountability, and gender equality in all aspects of its operations.

2. Purpose

To define procedural standards and safeguards that guide the handling of internal complaints and reports of wrongdoing.

3. Scope

This policy applies to all employees, consultants, board members, volunteers, and any other individuals engaged by the organization across all programs and locations.

4. Guiding Principles

- Confidentiality

- Impartiality

- Timeliness

- Protection from Retaliation

- Gender Responsiveness

5. Reporting Mechanisms

- Reports may be submitted through secure, confidential channels: email, complaints box, or designated focal point.

- Anonymous reports are accepted if they contain sufficient information.

6. Initial Review and Intake

- Reviewed within five (5) working days.

- Formal investigation determined based on scope.

- Misrouted complaints are redirected to appropriate channels.

7. Investigation Process

7.1 Investigator Appointment:

Independent and neutral investigators are appointed, considering gender balance.

7.2 Evidence Gathering:

Interviews with involved parties; document and evidence review.

7.3 Documentation:

All findings are securely stored for a minimum of five years.

8. Decision and Remedial Actions

Findings are submitted to the Executive Director or equivalent. Disciplinary actions may be taken. A summary of the outcome is shared with both parties.

9. Appeals and Review

Appeals can be made within 10 working days. Appeals reviewed by an independent panel.

10. Whistle-blower Protection Clause

No policy or activity shall limit employees' rights to report wrongdoing. Any such violation shall not reduce protection rights under whistle-blower provisions.

11. Training and Awareness

Annual training is required for all staff. Specialized training for ethics and gender focal points.

12. Monitoring and Reporting

Annual anonymized reports including case data, outcomes, and disaggregated statistics by gender and type of misconduct.