

WHISTLEBLOWING POLICY

1.0 Purpose:

Farm Input Promotions Africa here in referred to as the “Company” upholds the highest standards of integrity, accountability, and ethical practice in all our operations. This whistleblowing policy establishes a protected, confidential channel for reporting concerns regarding potential misconduct - including illegal, unethical, or unsafe activities - within our organization or related to our programs.

We actively support and protect our employees, board members, partners, beneficiaries and community members who raise genuine concerns about serious wrongdoing connected to the Company's activities. Our organization fosters a culture of transparency, where ethical courage is valued and protected.

This whistleblowing policy governs the responsibility of staff and contracted stakeholders to report and the responsibility of the company to protect those who whistle blow on genuine concerns.

2.0 Scope:

This policy applies to All employees (*executive team, management and supervisory team, employees on fixed-term or temporary contracts, casual workers, interns, and consultants*), the Board of Directors, suppliers, contractors, partners, beneficiaries and community members, volunteers and any other third parties associated or doing business with the Company. Third parties doing business with or acting on behalf of the Company are strongly encouraged to use the policy.

3.0 Reportable Concerns

A breach or improper conduct that may be reported under this policy could include fraud, theft, corruption, discrimination¹, harassment, disobedience to any other the Company’s policy or code of conduct, or other unethical or behavioral complaints. The following are examples of breaches or improper conduct which can be reported under this policy

Type of Breach	Description
Fraud	Intentional deception to deprive FIPS or stakeholders of money, resources, or benefits (e.g., falsified expense claims).

¹ Discrimination is defined in the code of conduct to include: unfair treatment based on race, colour, ethnicity, social origin, social class, political opinion, age, gender, marital status, pregnancy, sexual orientation, health status, age, disability, religion, conscience, belief, culture, dress, language, birth, or any other characteristic protected under international human rights standards or the Constitution of Kenya.

Type of Breach	Description
Bribery & Corruption	Offering, giving, or receiving gifts/advantages to influence actions or gain unfair benefits (e.g., kickbacks from suppliers).
Theft	Unauthorized taking of funds, agricultural inputs, equipment, or other property.
Financial Misstatement	Deliberate falsification of financial records or reports to FIPS, her donors/partners.
Human Rights Violations	Slavery, trafficking, child labour, or forced labour in operations/supply chains.
Sexual Harassment/Exploitation	Unwanted sexual conduct violating dignity (e.g., coercion of beneficiaries or employees).
Discrimination	Unfair treatment or discrimination, including as defined in the code of conduct ² .
Harassment & Bullying	Actions creating a hostile environment (e.g., intimidation of juniors and or beneficiary VBAs/farmers).
Retaliation	Threats or punitive actions against whistleblowers.
Data Privacy Breaches	Unauthorized sharing of beneficiary data or confidential data.
Abuse of Authority	Misuse of power for personal gain (e.g., coercing farmers into unfair contracts).
Concealment of Violations	Deliberate hiding or suppression of any above breaches.
Undeclared Conflict of Interest	Failure to disclose actual or possible perceptions of conflict of interest.

Note: A reasonable belief is sufficient – proof is not required.

² Discrimination is defined in the code of conduct to include: unfair treatment based on race, colour, ethnicity, social origin, social class, political opinion, age, gender, marital status, pregnancy, sexual orientation, health status, age, disability, religion, conscience, belief, culture, dress, language, birth, or any other characteristic protected under international human rights standards or the Constitution of Kenya.



4.0 Reporting Channels

Any person who shall have witnessed or experienced a breach or improper conduct on the part of a director, employee of the organization or any third party associated with the organization, is required to report or disclosure of the breach.

The report can be made to either: line manager of the offender; the HR Manager; or the member of the Board of Directors with responsibility for whistleblowing.

The report can be made in any of the following ways:

- In writing, duly addressed by a letter in a sealed envelope specifically marked or
- By telephone or email to the authorized receiver's official work email or phone number.
- The whistle blow that is checked by a member of the Board of Directors:

Email: whistleblow@fipsafrica.org Phone via [0723-329393]

5.0 Protections & Confidentiality

It is not necessary for the individual to have proof that such an act is being or is likely to be committed, a reasonable belief is sufficient. The individual has no responsibility to ensure that an investigation takes place and necessary action implemented. All issues raised related to this policy will be handled with utmost confidentiality unless otherwise requested.

False or malicious allegations may result in disciplinary/legal action. Failure to report known offenses may also result in disciplinary/ legal action.

Reviewed and approved by the Directors and Management: