

Whistle-blowing Policy

1. Introduction

- I. Motivation Africa is committed to the highest standards of openness, integrity and accountability.
- II. As part of this commitment, it is important that any fraud, misconduct or wrongdoing related to Motivation Africa's work is reported and properly dealt with.
- III. We therefore encourage all individuals to raise any concerns that they may have about the conduct of people connected to Motivation Africa's work, or the way in which the organisation is run. This is known as whistle blowing. Concerns might include criminal activity, breach of legal regulations, endangering health or safety, environmental damage and any attempt by any person to conceal any such matters.

2. Scope

- I. This policy applies to all employees everywhere, including full and part time, and to temporary staff, contractors, volunteers, interns, trustees, consultants and trainers. It also includes (but is not limited to) all those who visit partners' programmes in the name of Motivation Africa, such as patrons, donors, corporate sponsors, celebrities, journalists, or supporters.
- II. All the individuals cited above will be expected to read this policy and sign its commitment to follow its principles and procedures.

3. Purpose

- I. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.
- II. Motivation Africa encourages an open working culture where concerns are raised. Staff are asked to follow this policy and procedures to ensure issues are raised and efforts made to resolve them as efficiently as possible.

4. Reporting Concerns

- I. If appropriate, an employee should discuss his/her concerns with his/her line manager in the first instance, then complete the Incident Report Form and send it to: incidentreport@motivation.org.uk.
- II. The incident form can be found:

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- Appendix 1 in this policy
 - Via Motivation Africa's Homepage on Teams
- III. An informal approach to the line manager will be treated in the strictest confidence. It will not result in a report to anyone within Motivation Africa without the employee's agreement, except where the line manager believes that the issues raised are so serious that further action may be required. Where this is the case, the line manager will refer to their senior manager.
 - IV. If an employee feels it is inappropriate to raise his/her concerns with his/her line manager in the first instance (for example, if their concerns are about their line manager's actions) they should be raised with the next level of management or, failing that, the Director.
 - V. If an employee feels it is inappropriate to raise his/her concerns directly with anyone who is part of the day-to-day management, then he/she should contact the Chair of the Board of Trustees.
 - VI. We recognise that local laws and cultures differ considerably. Everyone bound by this policy is expected to uphold local law, except where the Code of Conduct or related policies are more stringent, in which case the Code or policy applies.

5. Director Contact Details

Peter Mbuguah	Director	pmbuguah@motivationafrica.org
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6. Investigation

- I. Motivation Africa will deal with disclosures as sensitively and quickly as possible. An appropriate person, nominated by the management, will investigate the allegation within two weeks of the disclosure having been made, or as soon as reasonably practicable. An investigation process may include interviews with the complainant and with anyone who might be involved in the potential malpractice. Motivation Africa's aim is to ensure that any investigation is as proportionate and independent as possible.

- II. Where requested, Motivation Africa will make all reasonable efforts to ensure that the complainant's identity is not revealed to those who might be involved in potential malpractice. Motivation Africa will reveal the complainant's identity only where this is necessary to reasonably investigate or deal with potential malpractice and, if this happens, we will take all reasonable steps to ensure that the complainant is not disadvantaged as a result.
- III. The complainant will be kept informed of any investigation and any action taken in relation to their concern. They will not be penalised by Motivation Africa for raising a genuine concern.

7. Outcome

- I. On completion of the investigation, action will be taken to resolve the issue. If malpractice is found to have taken place, anyone responsible within our organisation will be subject to the disciplinary procedure and possible legal action.

8. Protection

- I. All staff have a responsibility to ensure that the whistle-blower is not subjected to any detrimental treatment as a result of disclosing malpractice. Both Motivation Africa, as employer, and the person taking any detrimental action, can be liable where an individual has disclosed malpractice and is then penalised in some way for doing so. If an individual penalises a colleague, they may have to pay compensation personally.
- II. Motivation Africa will take disciplinary action (including dismissal) against any Motivation Africa staff member found to be victimising someone for whistle blowing or deterring them from reporting genuine concerns.

9. Related Policies

Those bound by this policy should also familiarise themselves with the following Motivation Africa Policies which can be found on the Motivation Africa Homepage:

- Anti-bribery policy
- Anti-slavery policy
- Anti-bullying and harassment policy
- Conflict of interest policy
- Declaration of interest policy
- Equal opportunities policy
- Gifts and hospitality policy
- Grievance policy and procedure

- Health and safety policy
- Information technology policy
- Safeguarding policy

10. Personal Commitment

- I understand and agree to abide by Motivation Africa's whistle-blowing and related policies.
- I understand the reporting procedures.
- I understand that victimising for or deterring a person from reporting a concern, may result in disciplinary action.

Name	
Organisation (if outside of Motivation Africa)	
Date	

11. Review and Update

- I. This policy will be reviewed annually and updated as necessary to ensure it remains effective and compliant with current laws and best practices.

Appendix 1 – Incident Report Form

Use this form to provide details of the incident. Be specific and include factual statements, not speculation or assumptions.

Reports will only be read by the Designated Safeguarding Leads

If the concern relates to a designated safeguarding lead, send the report directly to Motivation Africa's Director: Peter Mbuguah at pmbuguah@motivationafrica.org.za

Date of incident	
Time of incident	
Location of incident	
Who was affected / involved? (Name, age, role etc)	
What happened?	
What actions, if any, have been taken?	
Report submitted by	
Date submitted	
Checked by	
Date checked	
Incident level assigned	
Reviewer comments / actions	