

Whistleblowing Policy

Policy	Date of approval by IHA board of directors	Date of next policy review
Whistleblowing	April 2026	April 2027
Name and contact details of the Safeguarding Lead	Claire Dallman claire.dallman@iha.help	
Name and contact details of the Board Member with safeguarding responsibilities	Laira Phylactou-Bastow laira.pb@iha.help	

Background

Whistleblowing is when someone who works in or for an organisation passes on information which they reasonably believe shows wrongdoing by that organisation, its staff, volunteers or other persons associated with it.

- It is important that individuals feel safe and listened to when raising concerns. This policy sets out the way in which individuals may raise concerns safely and confidentially, and how those concerns will be dealt with.
- It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the organisation is reported and properly dealt with. We therefore ask all individuals to raise any relevant concerns they may have.
- It is not necessary for you to have proof that such an act has or being committed – a reasonable belief is sufficient. You have no responsibility for investigating the matter – it is the organisation's responsibility to ensure that an investigation takes place.
- If you raise a concern, you have the right not to be dismissed, subjected to any other detriment or victimised because of it. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the organisation should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working or volunteering on behalf of the organisation will be victimised for raising a matter under this procedure. This means that the continued employment or voluntary participation of the person will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a concern will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, appropriate internal and external measures will be used.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a board member or manager, you should not agree to remain silent. Instead, the concern should be escalated as detailed below.

Procedure

Stage 1

- In the first instance, any concerns should be raised with a manager either in-person or using the relevant Serious Incident Report [Incident Report Form to IHA Greek Branch](#) to report the incident to the Safeguarding Lead. If you are uncomfortable raising the concern with IHA's team in Greece, you can raise it directly with the IHA Board (see Stage 2).
- The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account and you will be asked to comment on any additional evidence obtained. The person who receives the report will take any necessary action, including reporting the matter to the Board, and invoke any disciplinary action required. On conclusion of any investigation, you will be told the outcome and what the organisation has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

- If you do not feel comfortable with raising the concern to a manager or the Safeguarding Lead, you are concerned that they are involved in the wrongdoing, they have failed to make a proper investigation, or have failed to report the outcome of the investigation to the relevant person, you should escalate the matter to the Board Member with safeguarding responsibilities on laira.pb@iha.help or using form [Incident Report form IHA HQ](#)
- They will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the Board. They will also take any necessary action and invoke disciplinary action as required. On conclusion of the review, you will be told the outcome and what the organisation has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 3

If, on conclusion of stages 1 & 2, you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant authorities.

Here are organisations who provide support to whistleblowers. You can contact them for information, support and advice:

Germany: Whistleblower Netzwerk e.V. www.whistleblower-net.de/

UK: Protect - Speak Up, Stop Harm www.protect-advice.org.uk/