

NWOYA CHARITY FOUNDATION (NCF



WHISTLEBLOWING POLICY

Effective: 1st January 2023

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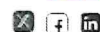
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Nwoya Charity Foundation

Nwoya Charity Foundation (NCF)
Kal, Ceke Ward, Anaka Town Council, Nwoya District
P.O Box 170740 Kampala – Uganda. Reg. # 1368

T: +256784004631
Email: info@nwoyacharity.org
W: www.nwoyacharity.org



@nwoyacharity

ACRONYMS / Abbreviation

NCF	-	Nwoya Charity Foundation
ED	-	Executive Director
BoDs	-	Board of Directors
CBO	-	Community Based Organization



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NWOYA CHARITY FOUNDATION (NCF) STANDARD:

STRATEGIC VISION, MISSION, VALUES AND OBJECTIVES

VISION

We envision empowered vulnerable communities in Northern Uganda to thrive sustainably through holistic development, fostering resilience, dignity and self-reliance.

MISSION STATEMENT

To improve the socio-economic well-being of vulnerable and underserved populations in Northern Uganda by providing support in Education, Health, Livelihoods, Economic Empowerment and Social Justice through community-driven initiatives.

NCF VALUES

As Nwoya Charity Foundation, we **STRONGLY** value **INTEGRITY, EMPATHY, COLLABORTION, RESILIENCE, INCLUSIVITY, TRANSPARENCY & ACCOUNTABILITY** in our actions and work with community and stakeholders. We value respect for people we serve, their effective participation and the empowerment of individuals and communities.

STRATEGIC OBJECTIVE

- To strengthen the livelihoods through vocational training, skills development, and income generating activities
- To improve access to quality healthcare services especially for women, children and elderly.
- To plan, design and implement programs to promote quality education for girls and boys.
- To provide legal support and counselling to survivors of Gender Based Violence.
- To support and encourage sustainable environmental practices through reforestation, Agroforestry and renewable energy projects.



1. Introduction

Nwoya Charity Foundation (NCF) is committed to operating with integrity, transparency, and accountability. NCF always strive to safeguard and act in the interests of the vulnerable population it serves, the Board of Directors, Public, employees, contractors, Interns and Volunteers in line with its organizational **Whistleblowing Policy**. All staff, Board of Directors, contractors, interns, and volunteers are required to bring to the attention of NCF, any practice or actions of NCF, its employees, partners or any other agents, which reasonably believe that, are against the public interests. This Whistleblowing Policy provides a safe and confidential mechanism for employees, volunteers, beneficiaries, and stakeholders to raise concerns about wrongdoing or unethical behavior without fear of retaliation.

2. Policy Purpose

The purpose of this policy is to:

- Encourage early disclosure of malpractice, misconduct, or unethical behavior by NCF or its Agents.
- Provide a clear process for reporting and investigating concerns.
- Protect whistleblowers from victimization or retaliation.
- Promote a culture of openness and integrity within NCF.

3. Policy Scope

This policy applies to:

- All staff (permanent, temporary, contract)
- Board members
- Volunteers
- Interns
- Consultants
- Partners and stakeholders
- Beneficiaries

Concerns can relate to activities occurring within NCF or connected to its operations, projects, or representatives.



4. WHAT CAN BE REPORTED?

The following are examples of reportable concerns:

- Fraud, theft, or financial malpractice
- Corruption or bribery
- Abuse of authority or position
- Harassment, exploitation, or abuse of beneficiaries
- Sexual misconduct
- Breach of donor or grant agreements
- Breach of NCF policies or the law
- Discrimination or victimization
- Unsafe work practices or negligence
- Misuse of organizational assets or resources
- Attempts to conceal any of the above

Note: Personal grievances (e.g., complaints about colleagues) should be addressed under the grievance or HR policy unless they involve unethical conduct.

5. Reporting Procedures

5.1. How to Report

Whistleblowing reports may be submitted through:

- **Email:** whistleblow@nwoyacharity.org
- **Hotline:** +256784004631
- **Written Report:** Submitted in a sealed envelope marked “Confidential – Whistleblowing” to the Executive Director or Board Chairperson
- **In Person:** By appointment with the Executive Director or Whistleblowing Officer

5.2. Anonymity

- Reports can be made anonymously.



- However, providing contact details enables better investigation and follow-up.
- Confidentiality will be strictly maintained.

6. Investigation Process

- Acknowledgment:** Reports will be acknowledged within 5 working days (*if contact is available*).
- Preliminary assessment:** To determine if the issue falls within the scope of this policy.
- Investigation:** Carried out impartially, either internally or through external experts, depending on the case.
- Report and action:** Findings will be documented, and appropriate disciplinary or legal action will be taken where necessary.
- Feedback:** The whistleblower (if known) will be updated on the outcome, as far as possible.

7. Protection for Whistleblowers

NCF commits to the following protections:

- No victimization, harassment, or retaliation for whistleblowing in good faith.
- Any act of retaliation will result in disciplinary action.
- Support mechanisms (e.g., counseling, protection from reprisal) will be provided where necessary.

If a whistleblower feels unsafe, they may request additional protection or submit the report to the **Board Chairperson directly** on board@nwoyacharity.org

8. Malicious Reporting

- Deliberate false or malicious reporting is a serious offense.
- Whistleblowers found to have made false allegations in bad faith may face disciplinary action or suing in court through Police.



9. Record-Keeping and Confidentiality

- All reports and investigations will be documented and securely stored.
- Access will be limited to authorized personnel only.
- Records will be retained for at least 5 years or in line with organizational policy.

10. Monitoring and Review

- The policy will be monitored by the Executive Director and reviewed annually or after every 2 years by the Board of Directors.
- Lessons learned will inform improvements in organizational systems and culture.

11. Roles and Responsibilities

- **Whistleblowing Officer/Executive Director:** Oversees implementation and investigations of whistle blow reported or recorded.
- **Board Chair:** Handles reports against senior leadership or when conflict of interest arises.
- **All Staff and Stakeholders:** Responsible for maintaining ethical behavior and reporting wrongdoing.



12. Policy Communication

- This policy shall be shared with all employees, volunteers, partners, and posted visibly at NCF offices and Website or social media pages.
- Orientation and periodic training shall be conducted to raise awareness.

Approved by:

Dinah Kenyabo Kuah [Name & Sign]

Chairperson, Board of Directors

Date: *01/01/2023*

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