

KENYA NATIONAL CHAMBER OF COMMERCE INDUSTRY

WHISTLEBLOWING POLICY



1.0 INTRODUCTION

The Kenya National Chamber of Commerce and Industry (KNCCI) is committed to fostering a culture of integrity, accountability, and transparency. This whistleblowing policy is designed to encourage employees, contractors, and stakeholders to report concerns about illegal, unethical, or unsafe practices within the organization. KNCCI is committed to maintaining a culture of integrity, accountability, and transparency, and this whistleblowing policy plays a crucial role in achieving that objective.

1.2 POLICY STATEMENT

KNCCI acknowledges the importance of whistleblowers in helping the organization maintain high ethical standards. This policy outlines the procedures for reporting concerns, the protection of whistleblowers, and the responsible steps for addressing reported issues

1.3. DEFINITIONS

- a) Whistleblower: An individual who reports concerns about illegal, unethical, or unsafe activities within the organization.
- b) Concerns: Allegations of wrongdoing, including fraud, corruption, violations of laws or regulations, or other unethical practices.
- c) Retaliation: Any adverse action taken against a whistleblower in response to their disclosure.
 - a. Reporting Mechanisms: The channels and methods through which whistleblowers can report their concerns.

1.4. REPORTING MECHANISMS

KNCCI provides multiple channels for reporting concerns:

- a) Directly to the supervisor or manager.
- b) Human Resources department.
- c) A dedicated and confidential whistleblowing hotline or email.
- d) An external and independent reporting service, where necessary.

1.5. CONFIDENTIALITY

All reports made under this policy will be treated with the utmost confidentiality, to the extent permitted by law. Limited information will be disclosed on a need-to-know basis to conduct investigations.

1.6 PROTECTION FROM RETALIATION

KNCCI is committed to protecting whistleblowers from retaliation. Any form of retaliation, including but not limited to harassment, discrimination, or adverse employment actions, is strictly prohibited and will result in disciplinary action.

1.7 Investigation Procedure

- a) KNCCI will investigate all reports of concerns promptly, thoroughly, and impartially.
- b) Investigations may involve interviews, document reviews, and other appropriate methods.
- c) The results of the investigation will be communicated to the whistleblower to the extent permitted by law.

1.8 CONSEQUENCES FOR FALSE REPORTS

KNCCI encourages whistleblowers to make reports in good faith. False reports made with malicious intent will be subject to disciplinary action.

1.8.1 Feedback and Follow-Up: KNCCI will provide feedback to the whistleblower regarding the investigation's outcome and any corrective actions taken.

1.8.2 Non-Retaliation: KNCCI will act to prevent and address any retaliation against employees who report concerns in good faith.

1.8.3 Anonymous Reporting: Whistleblowers may choose to remain anonymous when making a report. However, anonymous reports may limit the extent of the investigation and follow-up.

1.9 Records Retention

KNCCI will maintain records of all whistleblowing reports and investigations for a reasonable period.

2.0 REPORTING TO EXTERNAL AUTHORITIES

If a report implicates a breach of the law, KNCCI may report the issue to relevant external authorities as required by law.

Approved By

Name.....

Designation.....

Signature.....

Patrice Nyangweo
Chief Executive Officer (CEO)
