

APLE Cambodia

Speak-up Policy



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PP016#: Speak Up (Disclosure & Whistleblowing) Policy

Introduction

The reporting of concerns and suspicions is central to APLE's work in combating child sexual abuse and exploitation. Consequently the Board of APLE is keen to foster an environment where APLE staff are empowered and encouraged to raise issues free from detriment or retaliation. This can be summed up in four words:

Report/Listen/Act/Protect

Application

This policy applies to APLE's Board of Directors, employees, volunteers and interns ("APLE staff").

The Board is also keen to receive disclosure and information from sources outside APLE where the disclosures further APLE's aims and objectives or improve APLE's administrative or operational efficiency.

Responsibilities

It is the responsibility of the Chair of the Board to ensure that effective reporting and escalation procedures exist within APLE whereby APLE staff can make reports, disclosures and suggestions. Where necessary, those procedures must include effective measures to preserve the confidentiality of the disclosure and, where the disclosure is made in good faith, the identity of the individual making it.

It is the responsibility of the Chair of the Board to ensure that APLE staff making disclosures in good faith are protected and are not subject to retaliation or detriment as a result of making reports or disclosures.

It is the responsibility of the Executive Director to ensure:

- that APLE staff are aware of the procedures by which reports, disclosures and suggestions can be made;
- that APLE staff receive suitable training.

Policy Statement

APLE will:

- put in place procedures, including training, whereby instances of child abuse and exploitation are identified, accurately and promptly reported, and those reported acted on appropriately;
- maintain a respectful working environment within APLE where all APLE staff can work free from harassment, bullying and other inappropriate behaviour. APLE will have procedures whereby any instances of inappropriate behaviour can be reported and acted upon free from retaliation or other personal or financial detriment;

- seek to ensure compliance with APLE's own codes, policies and procedures. APLE will have procedures whereby non-compliance can be reported and acted upon free from retaliation or other personal or financial detriment;
- maintain an environment where personal errors by APLE staff, including inadvertent breaches of APLE's codes, policies and procedures, will be acknowledged promptly so that they can be remedied and the APLE staff member given suitable guidance and training;
- put in place procedures whereby instances of slavery or human trafficking are identified and reported;
- improve APLE's administrative and operational effectiveness by encouraging all APLE staff to make suggestions for improvements and efficiencies;
- maintain mechanisms whereby the voices and perspectives of children, especially those who are the victims and survivors of sexual exploitation, are heard and reported to the Board for consideration in formulating APLE's governance and decision-making processes.

Other relevant APLE Policies, Procedures or Guidelines.

- o Child Protection Policy
- o Equality and Diversity Policy
- o Anti-Corruption Bribery and Fraud Policy
- o Anti-slavery and Human Trafficking Policy
- o Environmental Policy
- o Grievance Policy