

Whistleblower Policy

Save the Orangutan requires its employees and board members, and other representatives to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of Save the Orangutan must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations, as well as Save the Orangutan's Code of Conduct.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, so that Save the Orangutan can address and correct inappropriate conduct and actions. It is the responsibility of all employees, board members, and other representatives to report concerns about violations of Save the Orangutan policies and procedures, unethical behaviour, or suspected violations of laws or regulations.

Reporting Procedure

Employees, board members, or other representatives, members, collaborators, or other parties engaged with Save the Orangutan may submit complaints or concerns about suspected ethical and legal violations orally or in writing to the Secretary General, who has the responsibility to investigate all reported complaints. If they are not comfortable doing this, or if a complaint concerns the Secretary General the individual should submit the complaint to the Chair of the Board or any other Board Member.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false may be subject to disciplinary action, up to and including termination of employment.

No Retaliation

It is against the values of Save the Orangutan for anyone to retaliate against any employee, board member or other Save the Orangutan representative who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any policy and procedure related to the operations of Save the Orangutan. No-one who in good faith reports any action or suspected action that he or she perceives to be illegal, fraudulent, or in violation of any Save the Orangutan policy or procedure shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequences.

Handling of Reported Violations

The Secretary General of Save the Orangutan is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Secretary General will acknowledge receipt of the reported violation or suspected violation to the person who submitted the complaint. All reports will be promptly investigated, including an evaluation of scale and scope, and appropriate corrective action will be taken if warranted by the investigation. The Secretary General will inform the Chair of the Board of all complaints and their resolution.