

Cultural Emergency Response (CER) Whistleblower Policy

Presented and approved by the CER Board on XXX

Cultural Emergency Response considers it important that its employees can report (suspected) abuses within the organisation adequately and safely. For a proper handling of these issues, this Whistleblower Policy is in place. It ensures that any employee can report (serious) abuses, that all reports are treated seriously and according to a thorough procedure, and that the employee who justifiably brings up an issue does not suffer any negative consequences personally as a result of their report.

1. Definitions

For the purpose of this regulation, the following definitions apply:

- Party concerned: the employee who works for Cultural Emergency Response on the basis of an agreement and for whose activities Cultural Emergency Response is responsible.
- Board: members of the board of Cultural Emergency Response.
- Director: the person in charge of the day-to-day management of Cultural Emergency Response.
- Manager: the person who directly manages the employees, in this case the manager and/or the director.
- Malpractice: a suspicion, based on reasonable grounds, relating to Cultural Emergency Response, whereby a social interest is at stake, in connection with:
 - an (imminent) criminal offence, such as theft, corruption and forgery;
 - an (imminent) violation of legislation and regulations;
 - an (imminent) danger to public health, safety or the environment;
 - a (threat of) deliberate misinformation of public bodies;
 - an (imminent) breach of the code of conduct of Cultural Emergency Response;
 - an improper or unwelcome conduct (physical or verbal) that might reasonably be expected or to be perceived to cause offence or humiliation to another person
 - a (threat of) waste of public money;
 - a (threat of) deliberately withholding, destroying or manipulating information about these facts;

2. Internal procedure

1. In principle, the party concerned shall report an abuse internally to their manager. If they find reporting to their immediate superior undesirable, they may report to the director, and if that is not possible, to the person of trust.
2. The person who has received a report will record this report in writing, stating the date of receiving it, have the party concerned sign this record for approval (who will receive a copy of it) and will immediately inform the director, or if the report concerns the director, the chairman of the board, of the reported suspicion of misconduct.
3. The party concerned may request the manager or confidential adviser not to disclose their identity.
4. Upon receiving a report, the person to whom the complaint is made shall immediately start an investigation. In the investigation, the person complained about is heard, as well as the person who made the complaint.
5. The chairman of the board decides whether an external party should be informed of the internal report of a suspicion of malpractice
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3. Standpoint

Within a period of six weeks from the moment of the internal report, the parties involved will be informed in writing by or on behalf of the chairman of the board of a substantive standpoint concerning the reported suspicion of an abuse. The steps taken as a result of the report are indicated.

4. Legal protection

The party concerned who has reported an abuse in accordance with the provisions of these rules shall not be disadvantaged in their position as a result of the report.

5. Effective date and publication

1. These regulations shall come into effect on 1 April 2023.
2. These regulations shall be communicated to the staff and shall be included in the information set for new staff members.