

Whistle-Blowing Policy Effective November 23, 2022

This Whistle Blowing Policy applies to everyone, whether a member of staff, a Board member, a volunteer, or any way connected to Ghana Badminton.

This policy aims to provide a clear and transparent way for anyone within or connected to Ghana Badminton to raise genuine concerns about acts of wrongdoing or malpractice in the organization. It also aims to ensure that problems are dealt with effectively and quickly.

The policy enables those authorized to deal with allegations within Ghana Badminton to ensure that staff and volunteers are not penalized for raising genuine concerns, even if those concerns prove to unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to child protection concerns or allegations about a staff member or volunteer. Concerns or allegations of this nature should be addressed following the relevant processes. Nevertheless, anyone reporting a matter or allegation relating to child protection will be afforded the same protections described in this policy.

What to do if you wish to raise a concern

1. Speak to your manager or colleague if you are a staff member.
2. Your manager will arrange to meet with you as soon as possible to discuss your concern. The meeting should occur within seven days of receiving the report and may take place away from the office, if necessary, mainly if the person reporting the concern, is a volunteer.
3. You will be told at the meeting or as soon as possible afterwards what action will be taken to address your concern or allegation. It may not always be possible to say the entire outcome, particularly if an investigation involving statutory agencies has to take place. If no action is to be taken, you will be informed of why this decision has been reached.
4. If you do not want the person, you have concerns about to know your identity, you should make this clear to the responsible manager at the

earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed, and we will discuss any issues you may have about this with you.

5. If staff members need support in raising their concerns, they may bring a union representative to the meeting with the responsible manager. Anyone reporting a situation may bring a colleague to the meeting with the responsible manager.

What to do if someone raises a concern with you

1. If someone tells you they are concerned about the actions of another staff member or volunteer, arrange to meet them within seven days of the initial conversation. If you are not the person's manager, establish why they have discussed the concern with you. You may suggest that the person speak to another responsible manager if you wish but should not refuse to hear what the person says.
2. You should approach the situation sensitively, recognizing the person's discomfort. Offer to meet them away from the office if they wish, particularly with a volunteer, and allow them to bring a colleague or trade union representative to the meeting. You should also remind the person with the concern about other sources of support available to them.
3. If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done, if possible, but that it may not be achievable. Make notes of your discussions with the individual and check the accuracy of your messages.

Deciding what action to take

Once you have established the concern, it may be relatively minor, and you may decide to resolve it informally.

If the concern appears more serious, you must consider first whether we need any immediate action to protect children or vulnerable adults. If so, report the situation immediately to the Independent Chair of the Disciplinary Committee or the Chair of the dispute resolution Committee directly to the statutory agencies in line with Ghana Badminton's Procedures.

If you are not the manager of the person who is the subject of the concern, refer the matter to the person's manager, who will decide what action to take.

Conducting an investigation

Unless the matter is relatively minor and can be dealt with informally, the responsible manager should arrange for an investigation to be completed following Ghana Badminton's normal processes as set out in the Guidelines and the Disciplinary Regulations.

The nature of the concern will determine the scope of the investigation. Witnesses may need to be interviewed, and records may need to be scrutinized. It is also possible that advice may be required from someone with specialist knowledge of the subject

Once the investigation is completed, they will produce a report in line with Ghana Badminton's normal process, summarizing the nature of the concern, the investigation process and the outcome, including specific recommendations. If this has been their wish, measures will be taken to preserve the anonymity of the person who raised the concern. If the problems are not upheld, this should also be made clear.

If the concern is upheld and the person at the center of it is found to have been culpable or remiss the report's recommendations should be carried out using a clear plan of action. The program may include disciplinary action, training, coaching, and or with counselling.

If it becomes apparent during the investigation that we have committed a criminal offence, the police will be informed, in which case the Ghana

Badminton investigation may have to be suspended pending the outcome of any police investigation.

The person who raised the concern will be informed of the outcome but not the details of any disciplinary action if appropriate support or counseling will be offered to that person where applicable.

If the concern is unfounded and the person who raised it is found, through investigation, to have acted maliciously or out of a desire for personal gain, disciplinary action may be taken against them.