

# HOW TO REPORT (A SUSPICION OF) UNETHICAL BEHAVIOUR?

In our [code of conduct](#) we describe what behaviour we expect from our colleagues and all others who are involved while working with Woord en Daad. If there appears, unexpected, any form of unethical behaviour (at personal, financial or organisational level) we find it important that you feel save to make a report of this as soon as possible.

Examples of unethical behaviour are aggression or violence, bullying and discrimination, sexual intimidation, sexual harassment, fraud, abuse of power, etc.

This overview shows the different reporting points so you can see which reporting point you can approach if you want to make a report.

## Confidential adviser

### For who?

Everyone who is confronted with a form of unethical behaviour within their (volunteer) work with Woord en Daad and who wants to talk to a confidential adviser. You can also approach the confidential adviser if you suspect a form of transgressive behaviour and would like to talk to someone about this, in order to clarify what options are available to report this suspicion.

### What can you expect?

The confidential adviser will listen, guide, support and advise you in case you are confronted with interpersonal and/or financial transgressive behaviour or abuse of power. They will check which solutions (maybe in informal sphere) are possible and will give you support when you follow up on their advice. He/she can also point out the different reporting points and, if necessary, guide you if you want to make a report in accordance with the reporting procedures.

### How to approach?

You can approach one of the confidential advisers directly yourself by e-mail or phone. In [this document](#) you will find all the names and (contact)details regarding the confidential advisers.

## General reporting point unethical behaviour

### For who?

Everyone who is confronted with a form of unethical behaviour within their (volunteer) work with Woord en Daad and who wants to make a formal report of this behaviour.

### What can you expect?

In [this procedure](#) all details about the procedure and what you can expect during the procedure can be read. This procedure describes also in which situation you can directly make an external report.

### How to approach?

You can approach this reporting point by e-mail ([speakup@woordendaad.nl](mailto:speakup@woordendaad.nl)) or by phone (+31 183 611 800 and ask for the integrity adviser).

In case your report has to do with unethical behaviour of our CEO or one of the members of the Supervisory Board please approach directly the External reporting committee of Prisma (for details: see the column on the right (External reporting point Prisma complaints committee)).

## External reporting point Prisma complaints committee

### For who?

Everyone who is confronted with a form of unethical behaviour within their (volunteer) work with Woord en Daad and who made a formal report internally first. If in your opinion your report has not been dealt with satisfactorily or insufficient action has been taken, you can approach the Prisma complaints committee. If your report relates to unethical behavior by the CEO or a member of the Supervisory Board, you must report directly to the Prisma Complaints Committee.

### What can you expect?

This complaints committee will only deal with the report if the internal procedure has first been completed (except when your report has to do with unethical behaviour of the CEO or a member of the Supervisory Board). In [this procedure](#) all details about the procedure and what you can expect during the procedure can be read.

### How to approach?

You can approach this reporting point by e-mail ([klachtencommissie@prisma.org](mailto:klachtencommissie@prisma.org)).

## Dutch Whistleblowers Authority

### For who?

Everyone who encounters (suspected) abuses in the context of their work for Woord en Daad can report, especially if other (internal) procedures do not or insufficiently lead to a solution.

Whistleblowing to the Dutch Whistle-blowers Authority provides the framework for serious concerns. Whistleblowing is the disclosure of a concern of an integrity violation which has been, is being or is likely to be committed, that is in the public interest relating to a specific malpractice or wrongdoing by a Woord en Daad staff member, consultant, contractor, volunteer, or partner staff member, where Woord en Daad has a direct control over the possible solution.

### What can you expect?

In [this procedure](#) some details about the procedure and what you can expect during the procedure can be read.

### How to approach?

For more information and contact details we refer to their [website](#).