



## El Hassan Youth Award Whistleblowing Policy

### 1. Introduction

El Hassan Youth Award is committed to maintaining the highest standards of transparency, integrity, and ethical conduct. This Whistleblowing Policy is designed to encourage and enable all members, including youth participants, staff, volunteers, and stakeholders, to raise concerns about any wrongdoing within the Award without fear of retaliation.

### 2. Scope:

This policy covers the reporting of any of the following concerns related to El Hassan Youth Award:

- Fraud or financial malpractice.
- Corruption or bribery.
- Breaches of ethical conduct or the Award policies.
- Violations of legal or regulatory requirements.
- Any activity that poses a risk to the well-being or safety of youth participants or other members of the Award.

### 3. Reporting Mechanism:

Reports can be made through the following channels:

- Directly to a supervisor or manager.
- Submission of a written report to the designated Whistleblowing Officer.

### 4. Whistleblowing Officer:

The Award will appoint a Whistleblowing Officer who will be responsible for receiving and assessing reports, conducting investigations, and ensuring that appropriate action is taken.

- Whistleblowing Officer: MR. Rana Arafat
- Contact Information: [dataprotection@hyaward.org.jo](mailto:dataprotection@hyaward.org.jo)



## **5. Confidentiality:**

The Award will treat all whistleblowing reports with the utmost confidentiality. Disclosures will only be shared with those individuals directly involved in the investigation or as required by law.

## **6. Protection Against Retaliation:**

El Hassan Youth Award prohibits retaliation against any individual who makes a good-faith report under this policy. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment or association with the Award.

## **7. Investigation Process**

- The Whistleblowing Officer will promptly acknowledge receipt of the report.
- An initial assessment will be conducted to determine the appropriate course of action.
- If necessary, an investigation will be initiated, and findings will be documented.
- The individual who reported the concern will be informed of the outcome, to the extent permitted by law.

## **8. False Reporting:**

Knowingly making a false report is a serious offense and may result in disciplinary action, including termination of employment or association with the Award.

## **9. Communication and Training:**

This policy will be published on the Award website in addition to being communicated to all members of the Award, and training will be provided to ensure understanding and compliance.

## **10. Review and Revision:**

This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and relevance. Any updates or changes will be communicated to all members.

By reporting concerns under this Whistleblowing Policy, individuals contribute to the Award's commitment to maintaining a culture of openness, accountability, and ethical conduct.