



SCOUTS[®]
Creating a Better World

World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

**CHAMA CHA SKAUTI
TANZANIA**

**TANZANIA SCOUTS
ASSOCIATION**

Mlezi: RAIS WA JAMHURI YA MUUNGANO WA TANZANIA
Patron: THE PRESIDENT OF THE UNITED REPUBLIC OF TANZANIA

WHISTLEBLOWER'S PROTECTION POLICY

Schedule of Amendments and Approval

Document Number	Revision	Approval Reference	Date
TSA/DOC/013	Creation	5 th Ordinary Meeting of the National Executive Committee	4 th June, 2016

1.0 Introduction

The Tanzania Scouts Association (TSA) requires all its Commissioners from the National level to the District level, all employees and volunteers at all levels, National Executive Committee (EXCO) members and the Standing Committees and all members of the National council to observe high standards of performance and personal ethics in conducting their duties and responsibilities. As Volunteers, employees and all representatives of the TSA, including members of the National Executive Committee and all its standing Committees as well as members of the National Council, all must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable TSA Policy, Organization and Rules (POR), laws and regulations of the country.

This whistleblower's Policy of the TSA is binding to all Commissioners from National to District level, all employees of the Association and at all levels from the National level to Group level existing now or to be, all members of the National Executive Committee and the corresponding committees at Regional and District levels, all members of its standing Committees, all volunteers at all levels, all agents of the TSA and all members of the National Council and their corresponding Councils at Regional and District levels including all members of Task forces to be established for any pursuance or ad hoc committees.

The Whistleblower for the purpose of this Policy shall be defined as, "A person who reports any kind of information or activity that is deemed illegal or is in contravention with the TSA Constitution, the POR, different TSA standing Policies or TSA by-laws at any level, or unethical or not correct, within the TSA that is either private or public.

2.0 Reporting Responsibility

This Whistleblower's Policy is intended to encourage and enable all volunteers, employees and Committee members at all levels to raise serious concerns internally so that, the TSA can address and correct inappropriate conduct and actions. It is the responsibility of all EXCO members, employees and volunteers to report concerns about violations of the TSA's Constitution, POR or all other standing Policies or suspected violations of law or regulations that govern the TSA's operations.

3.0 No Retaliation

It is contrary to the values of the TSA for anyone to retaliate against any EXCO member, officer, employee or volunteer 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 regulation governing the operations of the TSA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

4.0 Reporting Procedure

The TSA has an open door policy and suggests that volunteers or employees at all levels share their questions, concerns, suggestions or complaints with their leaders or supervisors respectively. If one is not comfortable speaking with the leader or supervisor or is not satisfied with the leader's or supervisor's response, one is encouraged to speak with the Commissioner at his/her level, or the Executive Commissioner for the employees, or the Chief Commissioner or the Chief Scout or the Chairperson of the National Executive Committee or corresponding Committees at Regional or District levels or a EXCO member. Leaders and the Executive Commissioner are required to report complaints or concerns about suspected ethical and legal violations in writing to the TSA's Assistant Chief Commissioner Head Quarters or at corresponding level who will file the complaint to the respective Standing Sub Committee at the Head Quarters or corresponding Committee at the Regional or the District levels or to the Compliance Officer or Commissioner as may be appointed by responsible authority at any level or designated employee or EXCO member who has the responsibility to investigate all reported complaints. Volunteers and employees with concerns or complaints may also submit their concerns in writing directly to their leaders or supervisor or the Chief Commissioner or the Executive Commissioner or the organization's Compliance Officer or any other designated person.

5.0 Compliance Officer

The TSA's Compliance Officer shall be the Assistant Chief Commissioner responsible for the Headquarters and corresponding levels or any other person designated to the responsibility by the National Executive Committee or the Chief Commissioner, Regional Scouts Commissioner or District Scouts Commissioner and shall be responsible for ensuring that

all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Chief Commissioner or his/her representatives at the Regional and District level of all complaints and their resolution and will report to the upcoming Steering Committees or National Executive Committee.

6.0 Accounting and Auditing Matters

The TSA’s Compliance Officer shall immediately notify the Audit and Management Committee/Finance Committee of any concerns or complaint regarding Association’s accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

7.0 Acting in Good Faith

Anyone filing a written 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 will be viewed as a serious disciplinary offense.

8.0 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.

9.0 Handling of Reported Violations

The TSA’s Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Ambassador Nicholas Kuhanga,
Chairperson,
Tanzania Scouts Association,
Policy approved by the National Executive Committee
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