

Whistle-Blowing Policy

Field Ready believes strongly in accountability, transparency and the respect for individuals. All Contractors, Volunteers, Consultants and Board Members ("Team Members"), the Executive Director, and Board of Directors members are encouraged to raise genuine concerns about possible misconduct in our operations, whether in matters of financial reporting or in any other matter not specifically addressed elsewhere. This is particularly important when the possible misconduct may negatively impact the beneficiaries of Field Ready.

This policy is designed to:

- Support the values and mission of Field Ready.
- Ensure that Team Members can feel comfortable raising concerns without fear of retribution.
- Provide a transparent and confidential process for dealing with concerns including, but not limited to: financial transactions, financial reporting, fraud/corruption, bribery, blackmail, criminal offenses, failure to comply with legal or regulatory obligations, miscarriage of justice; endangering the health and safety of other individuals; endangering the environment; concealment of any of the foregoing concerns.

This policy extends to all Field Ready activities (including cyberspace) and extends to Team Members, the Executive Director, Board of Directors members and other partner and beneficiary organizations with which we work.

Duties and Obligations of Team Members

1. If any Team Member has a concern about possible misconduct, s/he is obligated to report it immediately, either orally or in writing. Any such report should include full details and, if possible, supporting evidence. If a report is made anonymously, it is more difficult for Field Ready to take action. Reports should not be made anonymously unless the Team Member believes there is no other alternative. Team Members should report any concerns in the following order:
 - Field Ready Supervisor (or, if not appropriate)
 - Field Ready Executive Director (or, if not appropriate)
 - Board of Directors (Trustees)
2. Team Members who in good faith raise concerns covered by this policy shall be treated fairly and protected from victimization and other detrimental treatment.
3. Team Members shall fully cooperate with any investigations conducted by Field Ready.

Duties and Obligations of Field Ready

1. Field Ready shall treat all concerns brought to our attention seriously and in accordance with this policy.
2. Field Ready shall consider whether the alleged misconduct falls under the area of "whistle-



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blowing" contained in this annex or whether another policy (Annex 2: Protection, Harassment and Sexual Exploitation Policy; Annex 3: Child Protection Policy or Annex 5: Anti-Fraud,

Anti-Terrorism & Anti-Corruption Policy) may better apply to the alleged misconduct.

3. If the alleged misconduct is determined to fall under this whistle-blowing policy, such allegations shall be reported in the order consistent with which Team Members shall report:
 - Field Ready Supervisor (or, if not appropriate)
 - Field Ready Executive Director (or, if not appropriate)
 - Board of Directors (Trustees)
4. If Field Ready determines that an investigation is warranted, we shall conduct a thorough and confidential investigation to the extent possible. Complete confidentiality protecting the identity of the Team Member will not always be possible. If a Team Member's identity must be disclosed, s/he will be advised prior to disclosure unless there is legal requirement or police advice not to do so.
5. In the course of any investigation, Field Ready shall ensure that any person accused of alleged misconduct is fairly treated at all times and has the right to present his/her own account of events as early as possible during the investigation.
6. Field Ready will investigate, and treat as a serious matter:
 - Allegations made by a Team Member which are not in good faith and are found to be false or malicious
 - Actions by a Team Member intending to either prevent a fellow Team Member from making a confidential report or victimize that Team Member for raising concernsIntentional false reporting of misconduct is prohibited and will result in termination of the Field Ready Contractor and Volunteer Agreement.
7. Field Ready shall provide feedback to those who raise concerns in connection with this whistle-blowing policy. Such feedback shall include what steps have been taken to investigate and address the concern. Under certain circumstances, however, there may be a delay in giving feedback or a limit to what can be shared based on the advice of police and/or legal counsel.

I have read and/or someone has read this policy to me. I understand the contents of this policy and that I am responsible for complying with its provisions. I further understand that failure to comply with this policy will result in disciplinary action which may include termination.

Name (Print):

Signature:

Date: