

Whistleblower Protection and Complaints Procedure

Public Interest Science Center (PISC)

Les Tours Jumelles (Complexe Les Tours Jumelles), Brazzaville, Republic of the Congo
Email: info@pi-sc.org

Effective date: [DD Mon YYYY] • Approved by Board: [DD Mon YYYY] • Next review: annually

Purpose

This policy encourages staff, volunteers, partners, and community members to report concerns safely so PISC can address and correct misconduct, fraud, abuse, harassment, or other violations.

No retaliation

No person who reports a concern in good faith will face retaliation. Retaliation is itself a serious violation and may lead to disciplinary action.

What you can report

- Fraud, theft, bribery, or misuse of funds or property
- Falsification of records, data, invoices, or timesheets
- Safeguarding concerns, harassment, or abuse
- Serious breaches of policy or law
- Conflicts of interest not disclosed

How to report

- Email: whistleblower@pi-sc.org (or a dedicated form/phone line).
- Alternate: contact the Board Secretary directly at [Secretary email].
- Urgent risk: contact local emergency services first, then notify PISC.

What happens next

- Acknowledgement: within 5 business days (when contact details are provided).
- Initial review: triage for immediate safety/financial risk; assign investigator.
- Investigation: fact-finding with confidentiality; minimal sharing on a need-to-know basis.
- Outcome: corrective actions, donor notifications as required, and referral to authorities when necessary.

Confidentiality

PISC will protect confidentiality to the maximum extent possible. Anonymous reports are accepted, though follow-up may be limited.