

# 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](mailto: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](mailto: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.