



**ENGINEERS
WITHOUT
BORDERS/NZ**

EWBNZ Whistleblowing Policy

Version Control

Version	Purpose	Prepared by	Date	Approved by	Date
1	Draft for Board Review	Dane Hart	19/04/19		
2	Final			Rob Cardwell	10/11/19
3	Addition of SCPO	Jen Johnstone	14/08/20	Board	20/08/20
4	Review	Philippa Smales	17/12/2023	Board	19/04/2024

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1 INTRODUCTION AND PREAMBLE

1.1 Our Vision

Our Vision for New Zealand and the South Pacific is that **‘Everyone has access to the engineering leadership and capability required to lead a life of opportunity, free from poverty in all of its forms.’**

We know that **engineering saves lives**. Whether it is through the provision of safe drinking water, safe buildings or by identifying and planning for natural hazards, the work engineers do every day **makes the world a better place**.

Unfortunately, **access to engineering capability is not universal**. And at EWBNZ, we don’t think that is fair, nor do we think it has to stay that way.

EWBNZ works hard to build the **capacity of local engineers** so that they can design, operate and maintain local infrastructure in a culturally appropriate context.

This means we send technical experts to mentor and train local counterparts as well as educate New Zealand based engineers on better ways of designing. We advocate for designing with communities, not for them. And when we treat our partner communities as equal participants in the design process, we see great things happen - empowerment of individuals and infrastructure that is appropriate for each of the cultural, social, environmental and financial contexts.

Lastly, EWBNZ works to create a society of New Zealand leaders who are conscious of global issues and are **empowered to take action** to effect positive change.

1.2 Our Values

All of EWBNZ’s actions are underpinned by our organisational Values. These are:

Respect:

We build relationships based on mutual trust and respect. We believe all relationships thrive on a two way sharing of knowledge and culture.

Community:

We are a community of people and organisations who share a common vision for the future. Through collective action and community-led change we will learn more, achieve more and have fun together.

Learning:

We create new opportunities for learning and lasting change. We have a passion for continuous learning and seek to embrace and harness new experiences, wisdom, ideas and expertise.

Sustainability:

We strive to address the immediate needs of our communities without compromising the needs of future generations. Along with our people, our planet is our most valuable resource.

and **Quality:**

We strive for quality, professionalism and excellence in everything that we do. We believe we can create positive and long lasting impact in the world.

1.3 The CID Code of Conduct

EWBNZ is a signatory to the CID Code of Conduct. This means that EWBNZ has an obligation to ensure our policies align with the principles of the Code of Conduct.

The CID Code of Conduct Principles are:

- The Treaty of Waitangi is fundamental to development in Aotearoa New Zealand and to members' approach to development issues internationally.
- Respect and promote human rights, social justice and equality for all people.
- Embody gender equality and equity while promoting women's and girl's rights and support women's efforts to participate as fully empowered actors in the development process.
- Focus on people's empowerment, democratic ownership and participation, with an emphasis on the poor and marginalised.
- Promote and practice environmental sustainability for present and future generations as part of all development initiatives.
- Practice transparency and accountability to recipients and donors as well as integrity with respect to internal practices of the member's organisation.
- Pursue equitable partnerships and solidarity with other development actors.
- Create and share knowledge and commit to mutual learning with other civil society organisations and development actors.
- Commit to realising positive sustainable change, focusing on results, with special emphasis on poor and marginalised populations.
- Promote development education in Aotearoa New Zealand as an integral part of sustaining public support for development assistance.
- Ensure that promotional, educational and fundraising programmes are consistent with the above principles and values.

2 PURPOSE

This policy has been developed to ensure procedures are enacted which reflect EWBNZ's commitment to accountability and transparency. The purpose of this policy is to provide a supportive work-relationship environment where misconduct within or by EWBNZ can be raised without fear of retribution.

This policy is not intended to replace the normal internal reporting system for employment relation, discrimination, harassment, relationships at work and other less serious internal issues.

This policy is intended to apply to reports of alleged or suspected unacceptable conduct which is serious in nature. Generally, such reports would be regarded as being in the public interest. This policy must not be used for trivial or vexatious matters.

3 PRINCIPLES

EWBNZ is committed to the highest standards of legal, ethical and moral behaviour. EWBNZ recognises that people who have a working relationship with our organisation are often the first to realise there may be concerns. However, for fear of appearing disloyal or concern about being victimised or the subject of other reprisals, they may be concerned about reporting this misconduct.

No person should be personally disadvantaged for reporting a wrongdoing. Not only may this misconduct be illegal, but it may directly oppose our Vision and values.

The Protected Disclosures Act 2000 provides statutory protection for employees and other workers who report wrongdoing within the workplace (commonly referred to as “whistleblowers”). EWBNZ is committed to maintaining an environment where legitimate concerns are able to be reported without fear of retaliatory action or retribution.

When a person makes such a disclosure they are entitled to expect that:

- Their identity remains confidential at all times to the extent permitted by law or is practical in the circumstances,
- They will be protected from reprisal, harassment or victimisation for making the report,
- Should retaliation occur for having made the disclosure then EWBNZ will treat it as serious wrongdoing under this Policy.

4 POLICY

EWBNZ Shall:

- encourage the reporting of serious misconduct through staff and volunteer training, as well as outlining this in the Code of Conduct
- provide protected misconduct reporting alternatives to remove inhibitions that may impede such disclosures
- establish mechanisms which enable:
 - protection for those that make serious misconduct disclosures
 - secure storage of the information provided
 - independent internal inquiry/robust investigation of disclosures made
 - resolution of the issue(s) identified
 - taking appropriate corrective action where false or unsubstantiated claims are made and/or the whistleblowing process is abused.

5 SCOPE AND RESPONSIBILITIES

This policy is designed to apply to all and any EWBNZ personnel, such as volunteers in New Zealand, international partner staff, sponsors, donors and volunteer visitors to EWBNZ’s international partners, and EWBNZ’s New Zealand representatives visiting field locations, both long and short term.

5.1 Board Responsibilities

The Board is responsible for ensuring EWBNZ has the means to comply with this policy.

5.2 Chief Executive Responsibilities

The Chief Executive is responsible for:

- Ensuring appropriate procedures are developed and adhered to, to give effect to this policy
- Dealing with and investigation into reports of actions which are contrary to this policy or the absence of actions which give effect to this policy.
- Ensuring that all employees and volunteers are aware of relevant laws, organisational policies and procedures, and EWBNZ's Code of Conduct;
- Ensuring that all employees and volunteers within the EWBNZ's community are aware of their obligation to report communications suspected to be contrary to these policies and procedures; and
- Providing the means for training and support for employees and volunteers in undertaking their responsibilities under this policy.
- Appoint one or more Safeguarding and Child Protection Officer(s) (CPSOs)

5.3 Safeguarding and Child Protection Officer

The Safeguarding and Child Protection Officer(s) (CPSOs) is/are responsible for:

- Acting as a Go-to person in relation to any enquiries or reports relating to Safeguarding and Child Protection
- Ensuring child protection and safeguarding policies and procedures are up to date and relevant, including advising on any changes to law or best practice.
- Identifying training needs for all staff, and coordinating this training
- Identifying and implementing necessary changes to recruitment and employment practices to ensure these are consistent with the Safeguarding and Child Protection policies
- With support of the chief executive, responding to any disclosures or allegations of child abuse or neglect, any observations of concern or any other actions that directly contradict EWBNZ's Child Protection policy.
- Maintaining up-to-date knowledge of current legislation and best practice
- Developing and maintaining knowledge as to how cultural practices relating to parenting, child-care and safeguarding misconduct interact with child protection and safeguarding principles
- With support of the chief executive, being involved in regular review and development of child protection and safeguarding procedures and associated documentation.

Please see the SCPO role description for further details.

5.4 Management Team Responsibilities

The Management Team shall:

- Promote the principles of this policy at all times;
- Ensure employees and volunteers obtain appropriate training about what constitutes compliance with this policy and why;
- Facilitate the reporting of any inappropriate behaviour or activities contrary to this policy; and
- Be familiar with the types of misconduct that might occur within their area of responsibility and be alert for any indications of such behaviour.

5.5 Employee and Volunteer Responsibilities

All employees and volunteers (including Management Team, Executive Director and Board) have individual responsibility for whistleblowing, and must:

- Familiarise themselves with the relevant laws, the CID Code of Conduct, this policy, and comply with all requirements;
- Report any reasonable belief that actions of EWBNZ staff or volunteers have been undertaken in a manner contrary to any of EWBNZ's policies. Suspected or confirmed Safeguarding and Child Protection misconduct should be reported to the Safeguarding and Child Protection Officer (SCPO) at scpo@ewb.org.nz

6 APPROVAL

Policy prepared by:



Name: Philippa Smales

Position: Board Member

Date: 17/12/2023

Policy approved by:



Name: Robert Cardwell

Position: Board chair

Date: 1st May 2024

7 REVIEW AND IMPLEMENTATION

The procedures below ensure that this policy is implemented appropriately, reviewed regularly and compliance is monitored.

1. EWBNZ will review this policy and procedures on a regular basis, at least every three years, and after any formal complaint.
2. Confirmation of internal compliance with this policy will be undertaken at least once annually.
3. Introduction of the policy will be included in the induction process, to be read by all new employees (including volunteers).
4. A workshop will be regularly organised to present the policy to employees (including volunteers) and keep them updated on any changes.