

# WHISTLEBLOWER POLICY

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This policy outlines how Left International Forum manages reports regarding corruption, misconduct, and other instances of improper activities or behaviour. Left International Forum aims to counteract all forms of misconduct at all levels. This is primarily accomplished through clear routines, good control functions, and transparency.

All employees are obligated to report any suspected case of misconduct; however, partner organisations and the public also have an important role in reducing malpractice. Anyone can report misconduct through Left International Forum's whistle-blower function by contacting [vif.visselblasa@vansterpartiet.se](mailto:vif.visselblasa@vansterpartiet.se).

## 1. Background

On January 1<sup>st</sup>, 2017, a new Swedish law concerning increased protection of whistle-blowers was adopted. The law states that all government bodies and agencies, corporations, and organisations must implement a system through which to report misconduct and malpractice. Each organisation should determine the most suitable measure based on their own operations and conditions. The routines should be constructed as a policy and be distributed throughout the organisation in line with the General Data Protection Regulation (GDPR).

## 2. How to report suspected misconduct

### **There are several ways to report misconduct:**

- By sending in a report to [vif.visselblasa@vansterpartiet.se](mailto:vif.visselblasa@vansterpartiet.se). It may be written in either Swedish or English.
- Left International Forum's employees may speak to their superior or to the board and inform them about the suspected case of misconduct. The person receiving the report is obligated to document it and forward the information to Left International Forum's whistle-blower committee.
- If the suspected misconduct concerns persons within the whistle-blower committee, or if there are other reasons to not use Left International Forum's internal whistle-blower function, one may instead use Sida's whistle-blower function, <https://www.sida.se/Svenska/Kontakta-oss/Whistleblower>



### 3. When is the time to “blow the whistle”?

If you suspect or have any knowledge regarding corruption, misconduct, or other types of malpractice within Left International Forum’s operations, we ask that you report it to us at Left International Forum or to Sida. Misconduct may for example refer to bribery, fraud, embezzlement, conflicts of interest, nepotism, discrimination, sexual assault, exploitation, sexual or other types of harassment.

### 4. How are reports managed?

All reports of misconduct are investigated by Left International Forum’s whistle-blower committee. The committee consist of the Secretary-General, two board members (who do not act as chairperson or is a part of the working committee (AU)) and the Left Party’s party-secretary. The work is led by the Secretary-General.

Once a report is received by the whistle-blower committee it is investigated and evaluated by the committee as quickly as possible. Some matters may take longer to conclude due to difficult circumstances, risks, and the importance of not releasing information during an on-going investigation. There is also a possibility that the report is incorporated into a larger investigation. However, the Secretary-General of Left International Forum is always obligated to inform the person who reported the misconduct about the status and outcome of the investigation.

#### **In case of confirmed misconduct, Left International Forum will:**

- Take appropriate internal disciplinary action.
- Make a report to Left International Forum’s board and affected parties.
- Strive to regain any lost assets.
- Improve routines and regulations to avoid recurrence.
- In the case that the misconduct involves partner organizations, ascertain that the partner takes appropriate action as well as to end partnerships if needed.

### 5. What to remember when reporting

For Left International Forum’s whistle-blower committee to conduct a thorough investigation you must remember to:

- Submit sufficient and relevant support for your claim.
- Clearly state and describe the incident where you motivate why it constitutes misconduct.
- Include time and date of the incident, as well as names of those possibly involved. If available, please provide documentation.



- You may report anonymously, however, if the committee cannot contact you during the investigation it may result in a difficulty in concluding the matter. Therefore, please provide your name and contact information. To remain anonymous when reporting via [vif.visselblasa@vansterpartiet.se](mailto:vif.visselblasa@vansterpartiet.se), an anonymous e-mail address can be set up.

## 6. Protection of whistleblowers

Left International Forum is obligated to protect those who report misconduct by never disclosing their identity as well as to prevent any repercussions. If information is leaked it will be considered as interfering with the investigation and will itself be subject to investigation and disciplinary action.

To not report in good faith, but to report to harm instead intentionally someone may lead to investigation and disciplinary action.

## 7. Ownership and follow-up

This policy is reviewed annually by the board of Left International Forum. The Secretary-General is responsible for compliance with the policy and related documents and ensures that they are up to date and relevant.

### **Related documents:**

- Anti-corruption policy
- Integrity policy