



## **Ethics & Compliance Reporting Mechanism**

Maintaining a safe and productive workplace is every employee's responsibility. Any suspected incident of theft, fraud, misconduct, harassment, sexual exploitation and abuse, or other unacceptable behavior should be reported immediately.

If you are a program participant and you have experienced any form of harassment, threats, or harm in any way by AHNi staff, volunteers, or partner staff, you have the right to report it. No AHNi staff, volunteer or partner staff should ever ask you for money, favours, or sex in exchange for assistance or services. You can use the anonymous link or confidential email address provided below to report.

## **Your Responsibilities**

- $\rightarrow$  Please do **NOT** engage in an investigation independently.
- → Report any incidents and suspicious activities to COMPLIANCE IMMEDIATELY.
- $\rightarrow$  Be prepared to provide all relevant facts before reporting.

## Your Rights

→ AHNi does not allow retaliation in any form for honest reporting of suspected misconduct.

## How to Report Concerns



ANONYMOUSLY ONLINE https://bit.ly/3yQwzWA CONFIDENTIALLY BY EMAIL compliancedesk@ahnigeria.org

All employees of AHNi can use the Ethics and Compliance Reporting mechanism