

# Reckitt Global Hygiene Institute

## Whistleblower Policy

Policy number: P1000

### 1. Policy Statement

The purpose of this policy is to encourage stakeholders of RGHI to report any concerns regarding unethical behaviour, violations of laws, or misconduct without fear of retaliation.

**This policy applies to:** All RGHI Award Holders, Board Members, and Contractors.

### 2. Definition of Whistleblower

A whistleblower is any individual who reports or discloses information regarding suspected unethical behaviour, illegal activities, or violations of organisational policies.

### 3. Reporting Procedures

Individuals can report concerns through various channels:

- Directly to their Manager.
- To the designated Whistleblowing Officer: Sarah Roberts, Executive Director ([sarah\\_r@mail.rghi.org](mailto:sarah_r@mail.rghi.org))
- If the designated Whistleblowing Officer is involved, to the Chair of the Board: Lisa Ackerley ([lisa@thehygienedoctor.co.uk](mailto:lisa@thehygienedoctor.co.uk))

Reports can be made anonymously, but providing contact information is encouraged for follow-up.

### 4. Types of Reports Covered

Concerns may include, but are not limited to:

- Fraud or financial misconduct.
- Violations of laws or regulations.
- Misuse of organisational resources.

- Harassment or discrimination.
- Any other unethical behaviour or violation of organisational policies.

## 5. Investigation Process

All reports will be taken seriously and investigated promptly.

The Whistleblowing Officer will oversee the investigation and may appoint a committee if necessary.

Individuals involved in the investigation will maintain confidentiality to the extent possible.

All investigations will be thoroughly documented and documents stored/archived/deleted according to RGHI's Data Management and Protection Policy.

## 6. Protection Against Retaliation

RGHI prohibits retaliation against any individual who reports a concern in good faith.

Retaliation may include adverse contractual or other engagement actions, harassment, or any other negative treatment.

Any individual found to have retaliated against a whistleblower will be subject to disciplinary action, up to and including termination.

## 7. Good Faith Reporting

Individuals are encouraged to report concerns in good faith.

False reporting or knowingly providing false information may result in disciplinary action.

## 8. Communication of Policy

This policy will be communicated to all contractors, and board members during onboarding.

## 9. Policy Administration

### 9.1 About this Policy

**Version:** v1

**Effective Date:** 26 November 2024

**Policy owner:** Emily Giles

**Policy sponsor:** Sarah Roberts

**Contact:** Emily Giles ([Emily\\_g@rghi.org](mailto:Emily_g@rghi.org)) or Sarah Roberts ([sarah\\_r@mail.rghi.org](mailto:sarah_r@mail.rghi.org))

**Appendices:** None

The Board of Directors of RGHI adopts this policy to establish clear guidelines, promote best practices, and ensure compliance with applicable laws and regulations. This policy aims to support RGHI's mission and enhance organisational effectiveness.

RGHI's Executive Director is responsible for ensuring implementation of this policy.

RGHI reserves the right to revise and amend this policy as necessary to ensure alignment with organisational objectives and funding priorities.

For all RGHI Policies and Standard Operating Procedure, see [www.rghi.org/public-policies](http://www.rghi.org/public-policies)

### 9.2 Document History

Date	Revision	Reason/Description
26 November, 2024	Version 1	Executed Policy