

Reporting about suspected mismanagement, harassment, or abuse of power

**To report is being loyal**

Alerting about suspected mismanagement, misuse of power, or harassment means being loyal to the organization and to the assignment we have been entrusted. It helps us correct any mistakes or shortcomings and to improve our work and management.

**Who can file a complaint?**

All employees of the organization or the project can file a complaint. Other people affiliated with the work can also report.

 **What can a complaint be about?**

Incidents include among other issues:

* Corruption and other forms of financial irregularities such as misappropriation, theft, fraud and embezzlement
* Violating ethical standards, sexual harassment, discrimination, abuse of power or nepotism
* Violating national laws or internal regulations
* Drug abuse or conditions creating a bad work environment
* Behaviors that can put others’ health and life at risk
* Sending erroneous reports or manipulating financial reports
* Threats to the environment, pollution and environmental destruction associated with the project

**How can I file a complaint?**

You can file a report through one or several of the following channels:

1. **Internally to NLM**
* To NLM’s resident representative: (fill in e-mail address or phone number)
* Other local contact person: (If any, fill in e-mail address or phone number)
* To NLM’s head office and the regional leader (fill in e-mail address) or the development office: evannes@nlm.no
	+ Complaints received locally must be reported to NLM’s head office immediately
1. **External complaint to Digni**

This is an alternative for development projects supported by Digni:

* Digni’s whistleblowing channel: <https://digni.integrityline.com/frontpage>

**Report form**

**Suspicion of:**

* **financial irregularities,**
* **sexual exploitation, abuse or harassment**
* **other mismanagement or misuse of power**

***To be filled in by the informer.***

1. **Country and name of the project that this report refers to.**
2. **When and where did the incident(s) concerning this case take place?**
3. **Describe briefly the incident/this case:**
4. **Attachments:**

1.

2.

…etc,

1. **Place, date name and contact details of the informer**

**The information can be sent electronically to NLM’s resident representative, other local contact person, NLM head office - regional director or NLM’s development office (****evannes@nlm.no****).**

**It is possible to require that the informer’s identity be kept anonymous for any other person apart from the receiver of the report of suspicion. This information will then be removed before the incident is reported further in the NLM system.**

**For external whistleblowing concerning Digni supported projects, it is possible to send a report of suspicion through Digni’s whistleblowing channel:** <https://digni.integrityline.com/frontpage>