

Skateistan's Whistleblower Policy

Introduction:

Skateistan gGmbH, Skateistan Cambodia, Afghanistan Skateboarding Training Organization, Skateistan South Africa do not tolerate any

- Malpractice
- Impropriety
- Financial misconduct
- Fraud or other criminal activity
- Safeguarding issues involving children or adults
- Health and safety concerns
- Employment concerns (such as discrimination or potential discrimination)
- Bribery or corruption
- Modern slavery
- Breach of law and/or regulation
- Breach of our legal or professional obligations
- Breach of our policies or processes

This whistleblowing¹ guideline is intended to provide a framework to promote responsible and secure mechanisms to raise concerns without fear of adverse consequences.

Purpose:

Under this policy, all members, stakeholders², volunteers, and employees of Skateistan have a responsibility to promptly 'speak up' and make legitimate reports of actual or suspected wrongdoing which may cause damage or loss to the organization, whether it affects finance, the children in our programs or the reputation of the organization.

The purpose of this policy is to:

¹ **Whistle-blowing** is the act of telling the authorities or the public that the organization you are working for is doing something immoral or illegal.

<https://www.collinsdictionary.com/dictionary/english/whistle-blowing>

² Parents, Donors, Citizen of Skateistan, etc.

1. Encourage members³, volunteers and employees to 'speak up' promptly and to make legitimate reports of actual or suspected wrongdoing that may cause financial or nonfinancial loss to the organization.
2. Provide members, volunteers, and employees with a supportive work environment in which they feel able to raise issues of legitimate concern to the management of Skateistan without fear of any retaliation or disadvantage.
3. Support a healthier and safer work environment through the reporting of inappropriate and unsafe work practices especially towards children in our programs.

How to Report?

Skateistan encourages employees, volunteers, and other stakeholders to put their names on their allegations whenever possible. This is because anonymous disclosure/reports are difficult for us to investigate, but we will still consider them in the case of solid evidence. All concerns or irregularities raised will be treated with confidentiality and every effort will be made to ensure that confidentiality is maintained throughout the process.

Reports can be made in one of two ways:

- An online form available on Skateistan's website www.skateistan.org/whistleblowing

OR

- A hard copy (paper) reporting form available at Skate Schools and the Berlin office.

Please send the hard copies to the following address:

Address: Skateistan, Oppelner Str. 29, 10997 Berlin, Germany

Phone: +49 30 91492101

Email: whistleblowing@skateistan.org

³ (Students) participants of the programs, Alumni of the programs, and Citizens of Skateistan

The Programs Director submits whistleblowing complaints alleging irregularities to the Executive Director. The Executive Director, along with other directors, will prepare an action plan, and when relevant involve the country General Manager for immediate action that is legally appropriate in the countries where Skateistan is present:

Skateistan does not discriminate against, retaliate or harass a whistleblower who submits a complaint or report in good faith. If a whistleblower believes that he or she is being subjected to discrimination, retaliation or harassment for having made a report under this Policy, he or she should immediately report those concerns to a Director. Reporting should be done promptly, where possible, to facilitate the investigation and the taking of appropriate action.

At the appropriate time, the party making the report/complaint may need to come forward as a witness. If an employee or stakeholder makes an allegation in good faith but it is not confirmed by the investigation, no action will be taken against him or her. If, however, an employee has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against him or her. The action and penalty will be decided by the Executive Director and at the country level, the country General Managers will be consulted and involved in the decision making. Likewise, if investigations reveal that the outside party making the complaint had done so maliciously or for personal gain, appropriate action, including reporting the matter to the police, may be taken.

What is the Procedure?

A team of Directors, may, in consultation with the Executive Director and/or with the country General Manager, direct the complaint, and lead the investigation to ensure prompt and appropriate investigation and resolution. All information disclosed during the course of the investigation will remain confidential, except as necessary or appropriate to conduct the investigation and to take any remedial action, in accordance with any applicable laws and regulations of the countries in which Skateistan is operating.

Skateistan gGmbH reserves the right to refer any concerns or complaints to appropriate external regulatory authorities. Depending on the nature of the complaint, the subject of the complaint may be informed of the allegations against him or her and be provided with an opportunity to reply to such allegations. Employees who fail to cooperate in an investigation, or deliberately provide false information during an investigation, shall be subject to strict disciplinary action up to, and including, immediate dismissal.

If at the conclusion of an investigation, Skateistan determines that a violation has occurred or the allegations are validated, effective remedial action appropriate to the severity of the offense will be taken.