

## Coalition for Epidemic Preparedness Innovations

### Whistleblowing Policy

#### Objective

The purpose of this policy is to ensure that Coalition for Epidemic Preparedness Innovations (CEPI) has in place a whistleblowing system both for the reporting of wrongdoings within CEPI and the handling of resulting whistleblowing cases. This policy applies to all staff, whether on a permanent or fixed-term contract, and also to other individuals engaged on a temporary basis, whether full-time or part-time.

#### Definitions

**Whistleblowing:** Whistleblowing is the disclosure of illegal activities or other forms of wrongdoing in the workplace through effective reporting channels.

#### Policy statement

CEPI prioritizes the prevention of misconduct, fraud and corruption and promotes a culture of openness and transparency. CEPI employees are expected to act with integrity at all times. If an employee knows of or suspects any danger or wrongdoing at work that they reasonably believe will have an impact on others or to CEPI itself, they are encouraged to promptly report it so that action can be taken.

All CEPI employees should be able to raise their concerns about wrongdoings with their immediate superiors. CEPI employees are also able to raise their concerns about wrongdoings outside their normal reporting lines with the Head of Human Resource, Director of Business Development, the Deputy Chief Executive Officer, the Chief Executive Officer or a member of the CEPI Board. Employees are also able to raise their concerns through any of these channels if they feel their original concern has not been properly addressed.

CEPI regards an allegation made by a whistleblower in good faith to be an act of loyalty that contributes to safeguarding the material and ethical values as well as the reputation of the organisation. CEPI will do its utmost to protect the whistleblower from any form of retaliation.

#### CEPI will:

- Have in place a sound and effective system for internal whistleblowing.
- Designate an officer in charge of handling whistleblowing reports. The designated officer is responsible for establishing appropriate whistleblowing channels and for establishing supplementary guidelines for whistleblowing.
- Provide supplementary guidelines that contain a detailed description of what whistleblowing is and when it may be used, and information about what needs to be included in a whistleblowing report and evidence requirements for such reporting.
- Provide instructions for handling whistleblowing reports that ensure confidentiality, predictability, fairness and objectivity and are available to all employees at the workplace.
- Maintain a policy and system that protects those who raise genuine concerns (even if those concerns turn out to be mistaken), ensuring the reporter does not suffer any negative treatment

as a result (such as dismissal, performance management action, threats or other unfavourable treatment).

- Ensure that this policy is communicated and understood by its employees and associated personnel.

### Anonymous whistleblowing

- A whistleblower may remain anonymous regardless of the channel they use to make their report.
- The consequences of reporting anonymously shall be clearly set out in the administrative rules, allowing a potential whistleblower to make an informed decision regarding whether or not they wish to be anonymous.

### Staff responsibilities

- All CEPI staff will know how to independently access information regarding CEPI's whistleblowing system.
- The CEPI CEO shall ensure that whistleblowers are protected and are not subject to retaliation or reprisals.
- The CEO and the Director of Business Development are responsible for reviewing the effectiveness of actions arising under this policy

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