

Whistleblower Policy 2025

If RFUS receives reports of well-grounded suspicions of corruption and other misconduct, whether from within the organization or outside it, the appropriate program staff will deal with it initially. Should the case call for it, an in-depth investigation will be carried out, with outside assistance (for example, a local auditor or external investigator) if needed. Should a whistle-blower not be in a position to report to the Program Coordinator, or choose to remain anonymous, for explicit and reasonable grounds, they may alternatively direct their report to complaints@rainforestus.org, and the RFUS Executive Director will address it.

The incident report should include:

- The full name and position of the whistle-blower (unless they want to remain anonymous – if so, reasonable grounds must be given);
- The organization or department where the circumstances occurred;
- The period, date, and time if applicable, of the circumstances concerned;
- The precise description of the circumstances (i.e., what has been witnessed, and where);
- The identity and contact details of other witnesses, if applicable;
- Any known previous circumstances involving the same person(s).

Implementing partners have the obligation to report suspected corruption or inappropriate behavior. They can bypass immediate superiors, even go outside their local unit, and report directly to top management or the RFUS Executive Director. Implementing partners are RFUS partners who receive any funding directly from RFUS to implement activities; and (ii) independent contractors/consultants paid directly by RFUS and their employees, and representatives (jointly, "implementing partners").

RFUS staff have the obligation to report suspected corruption or inappropriate behavior to their immediate superiors. An incident reporting system aims to track a broader range of incidents that a staff member may experience, such as assault, theft, or being asked to pay a bribe, which do not necessarily require employee protection or confidentiality. Recording all incidents is important as it serves not only to account for potential financial losses but also to learn and improve existing prevention and risk mitigation measures, not only in regard to corruption. RFUS staff are RFUS employees, interns, volunteers, and representatives (jointly, "RFUS staff")

Individuals and community members may confidentially report concerns or complaints to complaints@rainforestus.org for the RFUS Executive Director's review.

All RFUS staff and implementing partners who receive a verbal report or hear concerns from another individual or community member must immediately share all pertinent information with the RFUS Executive Director or the Director of Programs.

The identity of whistle-blowers will not be revealed, if explicitly requested, or when anonymity applies. Reports will be dealt with confidentially. In the event the identity of a whistle-blower is uncovered, and implies serious risks of retaliation, RFUS commits to taking appropriate measures, and to the extent possible, to ensure the safety of the whistle-blower.

Should RFUS staff face threats due to a corruption case, RFUS will ensure their protection and safety by making necessary adjustments to their responsibilities and tasks.

All reports of well-grounded suspicions of corruption or inappropriate behavior will be treated immediately. The whistle-blower should get confirmation of the reception of their report within a reasonable time. RFUS management will decide who is to be involved in dealing with the case and what measures should be taken, according to the type of case and who it involves. All documents relating to the case are to be registered and filed in RFUS's e-archives, with restricted access to staff members involved in dealing with the case.

The RFUS [Anti-Corruption Policy](#) and the [Policy on Preventing Sexual Exploitation, Abuse, and Harassment \(PSEAH\) and Anti-Human-Trafficking](#) will be available on our web page in English, Portuguese, and Spanish, attached to contracts with partner organizations, circulated within partner organizations, and directly explained by RFUS staff to members of the organizations' technical and decision-making bodies, to ensure the latter are informed about RFUS's whistle-blowing mechanism.