

TANZANIA RENEWABLE ENERGY ASSOCIATION (TAREA)

Whistleblowing Policy

1.0 Policy Statement

The Tanzania Renewable Energy Association (TAREA) is committed to integrity, transparency, accountability, and ethical conduct in all its activities.

TAREA encourages individuals to report genuine concerns about misconduct, wrongdoing, or unethical behaviour without fear of retaliation.

This policy establishes a safe, confidential, and fair mechanism for reporting concerns and ensures that whistleblowers are protected.

2.0 Purpose

The purpose of this policy is to:

- (a) Promote a culture of honesty and accountability
- (b) Provide clear procedures for reporting wrongdoing
- (c) Protect whistleblowers from retaliation
- (d) Ensure concerns are investigated promptly and fairly
- (e) Safeguard TAREA's reputation and stakeholders

3.0 Scope

3.1 Policy Application

This policy applies to:

- (a) Employees (permanent, temporary, interns)
- (b) Executive Committee members
- (c) Members of the Association
- (d) Consultants and contractors
- (e) Volunteers
- (f) Event participants
- (g) Donors and partners

3.2 Policy Coverage

It covers conduct occurring:

- (a) Within TAREA offices
- (b) During official events or travel
- (c) In digital communications
- (d) In any activity conducted under the name or authority of TAREA

4.0 What Should Be Reported?

Whistleblowing concerns may include, but are not limited to:

4.1 Financial Misconduct

- (a) Fraud or embezzlement
- (b) Misuse of donor funds
- (c) Bribery or corruption
- (d) Falsification of financial records

4.2 Legal or Regulatory Violations

- (a) Breach of Tanzanian laws
- (b) Non-compliance with contractual obligations
- (c) Violations of environmental or energy regulations

4.3 Ethical Misconduct

- (a) Conflict of interest
- (b) Abuse of authority
- (c) Serious breach of organizational policies
- (d) Discrimination or harassment

4.4 Safeguarding Concerns

- (a) Sexual harassment or misconduct
- (b) Exploitation
- (c) Abuse of vulnerable persons

This policy does not replace normal grievance procedures for personal employment disputes unless they involve broader misconduct.

5.0 Principles of the Policy

TAREA commits to:

- (a) Confidentiality
Protecting the identity of the whistleblower where possible
- (b) Protection from Retaliation
Zero tolerance for victimization
- (c) Impartial Investigation
Fair and unbiased review
- (d) Good Faith Reporting
Encouraging honest reporting
- (e) Timely Action
Prompt handling of concerns

6.0 Reporting Channels

6.1 Where to Report

Concerns may be reported through one of the following channels:

- (a) Executive Secretary
- (b) Association Chairperson
- (c) Designated Ethics or Compliance Officer
- (d) Appointed Ethics Committee
- (e) Public reporting channels

6.2 Methods of Report Submission

Reports may be submitted:

- (a) In writing (email or letter)
- (b) Verbally
- (c) Anonymously (where feasible)

Anonymous reports will be considered, although full investigation may be limited if insufficient information is provided.

7.0 Information to Include in a Report

To assist investigation, reports should include:

- (a) Description of the concern
- (b) Names of individuals involved (if known)
- (c) Dates and locations
- (d) Supporting documents or evidence (if available)
- (e) Whether the concern has been raised previously

8.0 Investigation Process

Upon receiving a report:

- (a) Acknowledgment within five (5) working days (where contact details are available).
- (b) Preliminary assessment to determine scope and urgency.
- (c) Formal investigation by:
 - (i) An internal review panel, or
 - (ii) An independent external investigator (where appropriate).
- (d) Documentation of findings and recommendations.
- (e) Decision by authorized leadership.
- (f) Feedback to the whistleblower (where possible).

Investigations will be conducted fairly, confidentially, and without bias.

9.0 Protection Against Retaliation

Retaliation against a whistleblower is strictly prohibited.

Retaliation includes:

- (a) Dismissal or demotion
- (b) Harassment or intimidation
- (c) Reduction of responsibilities
- (d) Blacklisting or exclusion
- (e) Any adverse treatment linked to the report

Any person found to have retaliated against a whistleblower will face disciplinary action.

10.0 False or Malicious Reporting

Reports must be made in good faith.

Knowingly making false allegations or acting maliciously may result in disciplinary action. However, a report made in good faith that is not substantiated will not result in punishment.

11.0 Confidentiality

TAREA will take reasonable steps to protect the identity of the whistleblower. Information will be shared only with those directly involved in investigating and resolving the matter.

However, confidentiality cannot be guaranteed where disclosure is required by law.

12.0 Escalation to Authorities

Where allegations involve criminal conduct, significant financial misconduct, or serious regulatory violations, TAREA may report the matter to relevant Tanzanian authorities.

13.0 Record Keeping

All whistleblowing reports and investigations will be:

- (a) Documented securely
- (b) Retained in accordance with TAREA's record retention policy
- (c) Reviewed periodically for systemic improvements

14.0 Training and Awareness

TAREA will:

- (a) Communicate this policy to all stakeholders
- (b) Include it in onboarding materials
- (c) Provide periodic ethics training
- (d) Promote a "Speak-Up Culture" within the renewable energy sector

15.0 Policy Review

This policy shall be reviewed every three (3) years or sooner if necessary due to legal or organizational changes.

16.0 Approval and Effective Date

Approved by:



Dr.-Eng. Prosper Remmy Magali

Executive Committee

Tanzania Renewable Energy Association

Effective Date: June 10, 2025

Review Date: June 9, 2028