



Document Name: Compliance Officer Roles and Responsibilities

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The Board-level Compliance Officer is not required by the IFS Statute. However, as part of good organizational practice, and for the comfort of our donors, IFS's BOT appoints a Board-level Compliance Officer to oversee, along with the Director and the Head of Administration, any compliance-, whistleblower- or safeguarding-related matters. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at her/his discretion, shall advise the Director and/or the Executive Committee of the Board of Directors. The Compliance Officer has direct access to the Executive Committee of the Board of Directors and is required to report to the IFS Board at least annually on compliance activity that was elevated to the executive level of the organization. To perform the work or investigations, the Compliance Officer closely partners with the Head of Administration, who coordinates resources, funds and expertise to support all investigations.

Primary responsibilities:

- 1) Receive any complaints or concerns raised by employees, partners, donors, collaborators, sub-grantees or any other parties (via email at Patrick Van Damme Patrick.VanDamme@UGent.be . Emails to this address will be automatically forwarded to an address provided by the appointed Compliance Officer.
- 2) Ensure the organization follows the approved IFS whistleblower response procedures.
- 3) Coordinate and oversee the Head of Administration's investigations of any complaints or concerns received by the organization.
- 4) Manage independent investigation of any complaints or concerns raised about the actions of the Head of Administration or the Director of IFS.
- 5) Provide updates to the Board on compliance investigations, mitigation of issues, or other related compliance matters.