



**INTERNATIONAL
FOUNDATION FOR
SCIENCE**

Whistle blower Response Procedures

Reporting

At IFS, employees, Scientific Advisory Committee members, IFS Alumni Association members, grantees, partners, consultants, and vendors are offered multiple channels to report improprieties, fraud, legal issues, or any concerns they feel senior management staff (Director and Head of Administration) and the IFS Board members must know and/or should address.

External parties are encouraged to contact IFS senior management, either the Director or Head of Administration, as necessary, to report any issues they have encountered with IFS staff or activities around the world. Ulf Edin ulf.edin@ifs.se Issues reported directly to any staff of IFS should be brought to the attention of the Head of Administration for review.

Employees of IFS have the closest view of the activities of other employees, management, and our collective partners, and as such:

- They serve as trusted observers and are encouraged to raise any concerns with management. As these issues may vary in their severity, employees are encouraged to raise issues directly with management (the open-door policy) so that items that are merely complaints or requests can be handled with the appropriate level of discretion and attention.
- Employees are also encouraged to bring issues to whomever they feel most comfortable discussing, including Director or Head of Administration. These individuals can help them estimate the seriousness and the correct reporting path for the information.
- All employees are provided direct access to the Compliance Officer, Patrick Van Damme Patrick.VanDamme@UGent.be to report any fraud, illegal activities, organizational level risks, or other critical issues they feel either a) uncomfortable reporting internally and/or b) that management is not or will not take seriously.
- All employees are encouraged to report fraud, illegal activities, or harassment to the Director or the Head of Administration for review.
- Our whistleblower policy is published in our employee handbook and includes the contact information for the Compliance Officer and Head of Administration.