



# NAMC

Promoting market access for South African agriculture

## WHISTLE BLOWING POLICY

NATIONAL AGRICULTURAL MARKETING COUNCIL  
Business Office

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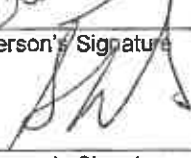
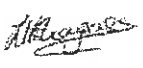
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### WHISTLE BLOWING POLICY

Policy No	RC 004
Effective date	Immediately upon approval by Council
Policy application	To all staff members
Managed by	Chief Executive Officer

### CONTROL MEASURES OF THE POLICY

Recommended by: Chief Executive Officer	Date 03-12-2021	Chief Executive Officer's Signature: 
Recommended by: Risk Management Committee	Date 08/12/2021	Chairperson's Signature P. Dala
Recommended by: Human Resources and Remuneration Committee	Date 08/12/2021	Chairperson's Signature 
Recommended by: Audit and Risk Committee	Date 08/12/2021	Chairperson's Signature 
Approved by: Council	Date 08/12/2021	Chairperson's Signature 
Next Review Date	Date	Policy will be reviewed every three years

### REVISION RECORD

Date	Revision Description
24 May 2019	First Time
05 October 2020	Second Review



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## ABBREVIATIONS / ACRONYMS

DALRRD	Department of Agriculture, Land Reform and Rural Development
The Council	Council Members
NAMC	National Agricultural Marketing Council established by section 3 of the Marketing of Agricultural Products Act 47 of 1996 as amended.
CEO	Chief Executive Officer
A&RC	Audit and Risk Committee
RMC	Risk Management Committee
PDA	Protected Disclosure Act
RCM	Risk and Compliance Manager, meaning a staff member who is responsible for overseeing the day-to-day risk management of the organisation

## DEFINITIONS

The Council	The Council, which governs risk with applicable laws, codes and standards to support the organisation in setting and achieving its strategic objectives, as indicated in King IV: Principle 11.
MAP Act	Marketing of Agricultural Products Act No. 47 of 1996
Whistle blowing	An act of an employee, contractor or any other stakeholder raising their voice against specific concerns or unethical activities being carried out at the NAMC.
Whistleblowing Policy	Based on the Protected Disclosure Act to encourages employees to disclose any acts of misconduct without fear of any victimization or reprisals

## 1. INTRODUCTION

- 1.1. Whistleblowing is an act of an employee, contractor or any other stakeholder raising their voice against specific concerns or unethical activities being carried out at the National Agricultural Marketing Council.
- 1.2. Understood correctly, whistle-blowing is not about informing in the negative but rather about raising a concern about a malpractice within the National Agricultural Marketing Council. The NAMC is committed to its Code of Ethics and to promote a high standard of honesty, openness and accountability.
- 1.3. It is therefore important to establish procedures in terms of which employees may, without fear of victimisation, disclose information relating to suspected alleged criminal or other irregular conduct affecting them or the National Agricultural Marketing Council.
- 1.4. It is the responsibility of every employee to disclose criminal and any other irregular conduct in the workplace and it is the responsibility of the NAMC to provide protection to any person who reports criminal activity or any other irregular conduct committed within the NAMC.

## 2. POLICY STATEMENT

- 2.1. Whistleblowing is an important early warning system used to protect the stakeholders when reporting an offence to the NAMC. The whistle blowing policy will assist the NAMC to break the cycle of silence and inaction and prevent fraud and corruption in the organisation.
- 2.2. The whistle blowing policy will assist the NAMC to break the cycle of silence and inaction and prevent fraud and corruption in the organisation.

## 3. REGULATORY FRAMEWORK

- 3.1. The Whistleblowing Policy is based on the Protected Disclosure Act. The Act encourages employees to disclose any acts of misconduct without fear of any victimization or reprisals. Section 2 of the Protected Disclosure Act describes the objectives in the following;
  - 3.1.1. To provide an employee protection from being subjected to an occupational detriment on account of having made a protected disclosure.
  - 3.1.2. To provide for remedies in connection with any occupational detriment suffered on account of having made a protected disclosure.

3.1.3. To provide for procedures in terms of which an employee can in a responsible manner, disclose information regarding improper conduct by his or her colleagues, other stakeholders and employer.

3.1.4. To provide guidance on Occupational Detriment, which is defined in the Protected Disclosure Act, including being subject to disciplinary action, dismissal, suspension, demotion or transferal against one's will; being harassed, denied promotion, subjected to terms and conditions of employment or retirement which have been changed, intimidated, refused a reference, or provided with a negative reference as a result of one's disclosure.

3.2. This policy should be read in conjunction with the following prescripts, not limited to:

3.2.1 Labour Relations Act 1995, as amended.

3.2.2 Protected Disclosures Act, 2000 as amended.

3.2.3 The Prevention and Combating of Corrupt Activities Act, 2004 as amended.

3.2.4 The Promotion of Access to Information Act, 2000 as amended.

3.2.5 The Promotion of Administrative Justice Act, 2000 as amended.

3.2.6 The Public Finance Management Act, 1999 as amended.

3.2.7 The Code of Conduct for the Public Service.

3.2.8 The Public Service Anti-Corruption Strategy.

3.2.9 The Public Service Act, 1994 as amended.

3.2.10 The Financial Intelligence Centre Act, 2001 as amended.

3.2.11 Electronic Communications and Transaction Act, 2002 as amended.

#### **4. PRINCIPLES**

It is the responsibility of the Accounting Authority and Accounting Officer, Council and the CEO to ensure that fraud and corruption activities are identified, investigated and corrected across the department, and to do this the following principles should be adhered to:

#### 4.1 Protection

- 4.1.1 Any employee of NAMC who makes a disclosure (blows the whistle) in terms of this Policy and the PDA will be protected against occupational detriments, provided it is not a false, malicious or frivolous disclosure.
- 4.1.2 Potential whistle-blowers should, however, be aware that frivolous and vexatious, and especially malicious and false, allegations against another employee may lead to disciplinary or legal action against the person who made the disclosure.
- 4.1.3 This implies that a whistle-blower must have a reasonable suspicion that an act misconduct or impropriety and unethical behaviour has or is being committed. However, it is not expected of a potential whistle-blower to conduct his / her own investigation(s). That could in fact jeopardize any later investigation(s) by employer and could also be dangerous. Discuss your concerns or doubts with the person to whom you make the disclosure.

#### 4.2 Confidentiality

- 4.2.1 All the information received and investigated relating to fraud, corruption and unethical behaviour will be treated confidentially. The progression of the investigation will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. This is important in order to protect the rights of all person(s) until the conclusion of the investigation. This is important in order to avoid harming the reputation of the suspected person who is subsequently found innocent of wrong doing.

#### 4.3 Fairness

- 4.3.1 There are existing procedures in place to enable employees to lodge a grievance relating to their own employment and this policy is not to be used as an avenue to re-run issues that have already gone through grievance, or complaints or disciplinary procedures.

#### 4.4 Transparency

- 4.4.1 Ensure that employees, bursary holders, casual employees, interns, learners and other stakeholders receive a response regarding their concerns, and that they are aware of how to pursue them further if and when they report to the relevant authority.
- 4.4.2 To provide avenues for employees, bursary holders, casual employees, interns, learners and other stakeholders to raise those concerns and receive appropriate feedback on action taken.

## 5. FALSE AND MALICIOUS ALLEGATIONS

- 5.1. Persons intending to report on a matter under the Protected Disclosure Act shall guard against making allegations which are false and made with malicious intention.
- 5.2. When reporting a matter under the Protected Disclosure, care should be taken by the person reporting that making allegations will be done with malicious intention.
- 5.3. If it is established that a person that made malicious and false reports, such a person will not enjoy the protection offered by the Protected Disclosure Act. Cost implications, if any, that arise due to investigations done such cost will be claimed as damages suffered by the NAMC.
- 5.4. An employee who reports maliciously and not in good faith shall be subjected to disciplinary hearings.

## 6. REPORTING PROCEDURE.

- 6.1. Reports of possible fraud or corruption from an internal or external source can be submitted anytime to:
  - 6.1.1. **The independently managed fraud hotline:** The service provider managing the fraud hotline will inform the Risk and Compliance Manager and Chairpersons of Council as well as the Audit and Risk Committee when cases are reported as well as provide monthly and quarterly reports to the NAMC, indicating the number of cases reported via the fraud hotline.

## 7. CREATING AWARENESS

- 7.1. Policy awareness sessions will be conducted throughout the NAMC.
- 7.2. Management has a responsibility to ensure that all employees are made aware of and receive appropriate training and education with regard to the whistleblowing policy.
- 7.3. For the purpose of reporting by the Public, the CEO must ensure that the policy is available on NAMC website.

## 8. POLICY REVIEW PROCESS

- 8.1. The Whistle Blowing policy shall be reviewed every three years or when justifying circumstances occur, such as a pronouncement by legislation and/or regulations.





## 9. CONCLUSION

- 9.1. The Whistleblowing policy is implemented to ensure that ethical conduct by all stakeholders is maintained in the NAMC.