

Reporting a concern

Itad is committed to the highest standards of openness, probity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff, sub-contractors, partners and those that we come into contact with a way to voice concerns in a responsible and effective manner.

Although the nature of a concern or issue reported may fall into different categories or processes the overriding principle is to **report quickly** and allow senior management to decide on the next steps.

We encourage employees and others who have serious concerns about any aspect of the Itad's work to come forward and voice those concerns.

Those concerns could be in relation to (this list is not exhaustive); conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation), disclosures related to miscarriages of justice, Safeguarding issue, racial, sexual, disability or other discrimination, human slavery or trafficking, Health and Safety of the public/ and or other employees, damage to the environment, possible fraud and corruption or other unethical conduct.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. You are encouraged to put your name to your report whenever possible, concerns expressed anonymously are much less powerful and may impede the investigation.

You should report the nature of your concern and why you believe it to be true and provide any relevant background details related to the concern.

If you feel comfortable in doing so you can raise your concern by speaking with your line manager (or project manager if you are external to Itad) or by e-mailing reportingconcerns@itad.com. You should express clearly if you would like your report to be treated as anonymous.

Further information regarding Itad's related policies can be requested by contacting mail@itad.com.

In relation to projects funded by the Department for International Development, you can also report all suspicions or allegations of corrupt practice to the Internal Audit Department's Internal Audit Investigations Section via reportingconcerns@dfid.gov.uk or on +44(0)1355 843551.