



Zaluso Arts Whistleblowing Policy

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1. About This Policy

1.1 Zaluso Arts is committed to conducting its activities with honesty and integrity. All staff, volunteers, associates, and stakeholders are expected to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

1.2 The purpose of this policy is to provide a safe, confidential, and accessible mechanism for raising concerns about misconduct, malpractice, or breaches of applicable laws, regulations, or organizational policies.

1.3 This policy applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers, agency workers, agents, community members, partners, and beneficiaries.

2. What Is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing, dangers, or malpractice relating to Zaluso Arts' activities. This includes, but is not limited to:

- Fraud, bribery, corruption, or financial misconduct
- Breaches of donor requirements
- Safeguarding violations or abuse
- Health & safety risks
- Environmental harm
- Any breach of legal or professional obligations

3. How to Raise a Concern

3.1 Internal Reporting Channels

Concerns may be reported via:

- Dedicated Whistleblowing Hotline: +265980007204
- Dedicated Confidential Email: whistleblow@zalusoarts.org
- In person or via designated officer: Whistleblowing Officer or Executive Director

3.2 External Reporting

If a concern cannot be reported internally or in cases where it may endanger the whistleblower, concerns may be raised with:

- Regulators, police, or independent legal advisors

3.3 Anonymity

- Whistleblowers may report anonymously. All internal channels explicitly support anonymity.



- The organization will take all reasonable measures to protect the identity of the whistleblower.

3.4 Website Accessibility

- The whistleblowing policy and reporting channels are publicly available on the Zaluso Arts website, allowing external stakeholders to safely raise concerns.

4. Confidentiality

- All reports are treated confidentially.
- Information is shared only with personnel directly involved in investigating the concern.

5. Investigation Process

1. Acknowledge receipt within 5 working days.
2. Assess credibility and urgency.
3. Conduct investigation fairly, promptly, and confidentially.
4. Communicate findings and actions to the Board and relevant stakeholders.

6. Protection Against Retaliation

- Whistleblowers acting in good faith will not face retaliation, dismissal, or discrimination.
- Any retaliation is a serious violation and may result in disciplinary action.

7. Record-Keeping

- Maintain secure records of all reports, investigations, and outcomes.
- Reviewed annually by the Board for oversight and compliance.

8. Roles and Responsibilities

- Executive Director: Oversee policy implementation and compliance.
- Board Chair: Oversight of investigations, particularly if the Executive Director is implicated.
- Whistleblowing Officer: First point of contact, ensures confidentiality, and manages investigations.

9. Contact Details

Whistleblowing Officer

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Executive Director

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