

Overview of Mechanisms for Reporting Wrongdoing

What to report allegation	Where to report	How to report wrongdoing
1. Proscribed practices (including fraudulent and corrupt practices)	<ul style="list-style-type: none"> • Director, OAIS • Or to Supervisor who then reports to Director, OAIS 	<ul style="list-style-type: none"> • Confidential helpline – only accessible by selected OAIS staff: <ul style="list-style-type: none"> ○ On www.unfpa.org, at the bottom of each page, click on “Report wrongdoing”; also available on each country office website ○ Click on the icon on the dedicated ‘audit and investigation’ page on the UNFPA website https://www.unfpa.org/audit-and-investigation; ○ Go directly http://web2.unfpa.org/help/hotline.cfm. <p><i>Note: the confidential helpline is available in the six official languages of the United Nations on unfpa.org and in the languages most widely spoken in the corresponding country office. Anonymous reporting is possible;</i></p> <ul style="list-style-type: none"> • Dedicated investigation hotline email address: investigationshotline@unfpa.org = only accessible by selected OAIS staff; • In person at the OAIS office; • By mail marked as “Confidential” to the Director, OAIS; • To the dedicated OAIS fax at +1 (212) 297 4938; or • By telephone to the OAIS-dedicated voicemail at +1 (212) 297 5200.
2. Harassment, sexual harassment and abuse of authority	<ul style="list-style-type: none"> • Director, OAIS 	<ul style="list-style-type: none"> • Same as 1 – except that anonymous reporting of allegations or reporting on behalf of another person is <u>not</u> possible
3. Sexual exploitation and sexual abuse (SEA)	<ul style="list-style-type: none"> • Director, OAIS 	<ul style="list-style-type: none"> • Same as 1 • Allegations have to be reported to OAIS immediately!
4. Retaliation	<ul style="list-style-type: none"> • Ethics Office 	<ul style="list-style-type: none"> • By email to Ethics.office@unfpa.org • In person to the Ethics Office; • By mail marked as “Confidential” to the Ethics Advisor.