

Whistleblowing Policy

The APEC Secretariat Whistleblowing Policy provides a framework for you to raise genuine concerns on misconduct within or related to APEC Secretariat, with the reassurance that you will be protected from retaliation for whistleblowing made in good faith.

Examples of reportable incidents of misconduct include (but are not limited to):

- (a) criminal offences;
- (b) financial impropriety, including misappropriation of funds, and non-financial administrative malpractice;
- (c) fraud, suspected fraud, professional malpractice, inappropriate conduct or unethical behaviour (e.g. workplace harassment and sexual harassment), intimidation, discrimination or other misconduct;
- (d) breach of any rules or regulations released by the Secretariat;
- (e) any request or instruction from any staff member to breach the abovementioned rules or regulations; and
- (f) deliberate concealment of any of the above.

You may lodge a written report to the Director in charge of Human Resources, setting out the following details, where possible:

- (a) your name and contract information;
- (b) the name of the person against whom the report is made;
- (c) the details of the alleged misconduct, including the date, time and place where the alleged misconduct took place;
- (d) the effect of the behaviour on the complainant, if applicable;
- (e) the names of any other persons involved, including witnesses; and
- (f) supporting documents, if any.

To the extent feasible and permissible under the law, the APEC Secretariat will make every effort not to reveal the identity of the whistleblower.