



Kenya Bureau of
Standards
Standards for quality life

KENYA BUREAU OF STANDARDS

WHISTLE BLOWER POLICY

March 2019

PREAMBLE

KEBS conducts business based on the principles of fairness, honesty, openness, decency, integrity and respect. It is our commitment to support and encourage our employees and other interested parties to report and disclose any malpractices and to fully investigate the concerns.

KEBS management shall ensure that this policy is in tandem with the Witness Protection Act Cap 79 of 2012. Where this policy conflicts with an Act of parliament, that Act of parliament shall prevail.

This policy is intended to compliment other available KEBS policies and procedures and it policy will be implemented using the KEBS whistle blower procedure.

KEBS is committed to the highest standards of transparency, integrity and accountability. In line with this commitment, we encourage employees and other interested parties to report any concerns using the provided channels. All concerns raised shall be handled confidentially and whistle blowers shall be protected against victimization.



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Ag. MANAGING DIRECTOR

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1. INTRODUCTION

1.1 KEBS Overview

Kenya Bureau of Standards (KEBS) is a statutory body established under the Standards Act (Cap 496) of the laws of Kenya. KEBS commenced its operations in July 1974. KEBS is mandated to provide Standardization, Metrology and Conformity Assessment services through:

- Promotion of standardization in commerce and industry.
- Provision of testing and calibration facilities.
- Control of the use of standardization marks.
- Undertaking educational work in standardization.
- Facilitation of the implementation and practical application of standards.
- Maintenance and dissemination of the International System of Units (SI) of measurements.

1.1. **KEBS Mission:** To provide standards based solutions that promote innovation, trade and quality life.

1.3 **KEBS Vision:** To be a global leader in standards based solutions that deliver quality and confidence.

1.4 To accomplish its Mission and Vision, KEBS requires all employees to practice its core values: integrity, customer focus, excellence and sustainability.

2. PURPOSE

The purpose of this policy is to guide KEBS in handling concerns raised by whistle blowers and outline the responsibility of the whistle blowers.

3. SCOPE

3.1 The policy applies to all KEBS employees and interested parties.

3.2 This policy covers reportable incidences which include *inter alia*:

- a) Suspected fraud or corruption;
- b) Criminal offences that have or are likely to be committed;
- c) Breach of the KEBS Code of Conduct and Ethics;
- d) Damage, destruction or depletion of the environment;
- e) Misuse of KEBS property;
- f) Breach of rules and regulations governing financial management, recruitment and procurement.

3.3 The policy shall apply to situations where normal and/or regular channels of reporting are not appropriate, for instance;

- a) Where evidence may be concealed or destroyed;