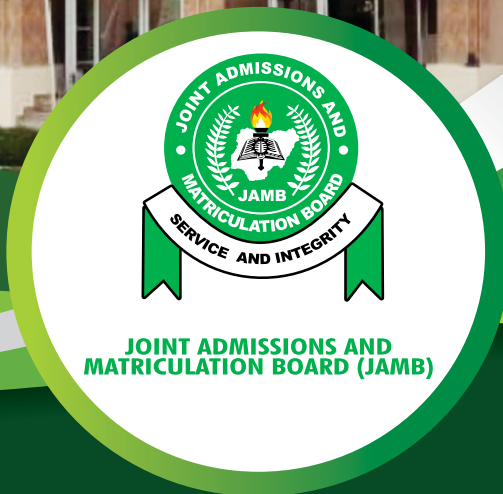


**JOINT ADMISSIONS AND  
MATRICULATION BOARD (JAMB)**



**WHISTLE  
BLOWING  
POLICY**



*Developed By:*

**JAMB ANTI-CORRUPTION & TRANSPARENCY UNIT (ACTU)**

## APPROVAL

This Policy was approved and adopted by the Management of the Joint Admissions And Matriculation Board (JAMB) for the overall good and promotion of accountable and transparency within the Board.

This.....Day of.....2023

# CONTENTS

<b>1.0 Introduction.....</b>	<b>1</b>
<b>2.0 Objectives of the Policy.....</b>	<b>2</b>
<b>3.0 Scope of the Policy.....</b>	<b>3</b>
<b>4.0 Reporting Procedures.....</b>	<b>4</b>
<b>5.0 Confidentiality and Anonymous Reporting.....</b>	<b>5</b>
<b>6.0 Feedback Mechanism.....</b>	<b>5</b>
<b>7.0 Protection and Support for Whistleblowers .....</b>	<b>6</b>
<b>8.0 Commitment to Policy.....</b>	<b>6</b>
<b>9.0 Protection Against False Petition.....</b>	<b>6</b>
<b>10.0 Approval .....</b>	<b>7</b>

## **INTRODUCTION**

In line with the policy of the Federal Government of Nigeria of eliminating Corruption in the Public Service, whistleblowing is one of the viable anti-corruption initiatives introduced and promoted to prevent corruption.

Whistleblowing is an act of reporting alleged unethical conduct of employees, Management and other stakeholders by an employee or other persons to appropriate authorities. It is an act of disclosing corrupt practices to the public or relevant authorities with the hope of putting a stop to them, usually by an employee and often in a discreet manner.

A whistleblower is, therefore, a person who comes forward and shares his/her knowledge of any wrongdoing, which he/she thinks is happening in an organisation or in a specific department.

To effectively coordinate whistleblowing in the Public Service, Anti-Corruption and Transparency Units (ACTUs) are mandated, as Ethics and Compliance Units, to develop policies and provide practical platforms upon which staff and stakeholders of their respective Agencies can blow the whistle on any wrongdoing.

Against this backdrop, the Anti-Corruption and Transparency Unit of the Joint Admissions and Matriculation Board (JAMB) has developed this whistleblowing policy to encourage staff, stakeholders (candidates, institutions, contractors) and the general public who are hereinafter referred to as whistleblowers, to make reports/complaints or give information on issues such as bribery, fraud, theft, mismanagement, dishonesty, corruption, sexual harassment and other unethical conducts, wrongdoings or misconducts as contained in the Public Service Rules or the relevant anti-corruption laws applicable in Nigeria, observed in the operations of the Board.

For this policy to achieve its aims, staff and stakeholders of the Board are expected to play a vital role in actively reporting wrongdoings as seen

## **7.0 PROTECTION AND SUPPORT FOR WHISTLEBLOWERS**

All whistleblowers under this policy shall be protected from any form of reprisal, harassment, intimidation, victimization or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain. Whistleblowers' protection is guaranteed by the provisions of Section 64 of the Corrupt Practices and Other Related Offences Act, 2000, and is one of the Board's Management Commitment under the policy.

## **8.0 COMMITMENT TO THE POLICY**

The Management of the Board shall be committed to the highest standard of good ethics, honesty, openness and accountability this would enhance good governance by promoting an effective implementation of this policy.

Conversely, in making reports against acts of corruption, whistleblowers under this policy should be ready to be committed to the highest possible standards of openness, probity and accountability in fulfillment of their basic responsibility as citizens.

## **9.0 PROTECTION AGAINST FALSE PETITION**

Whistleblowers are encouraged to disclose facts within their knowledge correctly and in good faith. Whistleblowers are to note that making a false and malicious report with an ulterior motive and without reasonable grounds may lead to disciplinary action which might result to dismissal in line with the provisions of the public Rules and the prosecution of the erring staff in line with section 64(3) of the Independent Corrupt Practices and other related offences (ICPC) Act 2000.

All reports received shall be treated expeditiously and without prejudice to whoever is concerned. Likely outcomes of submitted reports could be as follows:

- a. Investigation closed as allegation could not be substantiated.
- b. Corrective action to ensure that the problem will not occur again.
- c. Disciplinary or appropriate action against the wrongdoer.
- d. Report to Independent Corrupt Practices and Other Related Offences Commission (ICPC) or other relevant anti-corruption agencies for appropriate action.

## **5.0 CONFIDENTIALITY AND ANONYMOUS REPORTING**

Any report given by any known person shall be treated with utmost confidentiality. To further guarantee confidentiality, whistleblowers are encouraged to report anonymously if they are not comfortable disclosing their identities. Where reports are made anonymously, enough facts and evidence should be provided to substantiate issues contained in the report.

## **6.0 FEEDBACK MECHANISM**

Upon receipt of a report or complaint, an acknowledgment of the receipt, status of report and actions taken would be communicated to the whistleblower. Whistleblowers are, therefore, advised to provide viable channels of communication for appropriate feedbacks in their report and for further communication in case an external legal action follows from the disclosure and the employee's evidence is required in court.

around them. Management is also expected to take prompt and appropriate steps to correct issues brought to its attention. This policy has its background in the provisions of the Public Service Rules, Corrupt Practices and Other Related Offences Act, 2000, as well as other relevant anti-corruption laws in Nigeria.

## **2.0 OBJECTIVES OF THE POLICY**

The willingness and cooperation of whistleblowers to make reports/complaints about suspected misconduct, malpractice, corruption and abuse of office will help to promote accountability, transparency and probity as well as check corrupt practices, mismanagement and abuse of office in the Board. Therefore the objectives of this whistle blowing policy document are as follows, but not limited to under listed:

- a. To inculcate a culture of openness, accountability and integrity;
- b. To serve as deterrent against malpractices, irregularities or misconducts;
- c. To provide an atmosphere where staff, other stakeholders and the general public can timely report any act of misconduct, sharp practices and other irregularities;
- d. To create an awareness that report made would be taken seriously, investigated and the outcome duly communicated;
- e. To ensure that whistleblowers report any wrongdoing devoid of fear of harassment, intimidation or victimization;
- f. To provide a discreet and confidential channel for making reports or raising complaints against observed wrongdoings.

### 3.0 SCOPE OF THE POLICY

This document enables whistleblowers to report acts of impropriety to the relevant authorities. Whistleblowers are encouraged not to base their reports on mere speculations, but verifiable personal knowledge of fact, event or series of event that indicate the commission or omission of the misconduct;

- Improper conduct or unethical behaviour that undermines universal
- and core ethical values of the Board.
- All forms of financial malpractice or impropriety such as
- embezzlement, fraud, diversion of funds, theft, misuse of official property etc.
- Sexual or physical abuse of any staff and other relevant
- stakeholders.
- All issues bordering on offences under the Corrupt Practices and
- Other Related Offences Act, 2000 some of which are as listed below:
  - a. Acceptance of bribe or gratification by an official either directly or through an agent;
  - b. Demand for bribe or gratification from Stakeholders or any person;
  - c. Using front companies to obtain contracts from the office;
  - d. Making false statements or returns with respect to monies or property entrusted to staff or such other persons in relation to the activity of the Board;

- e. Offer and acceptance of gratification by a public officer i.e. staff of the Board as an inducement or reward for performance of duty;
  - f. Bribery for giving assistance with regard to contracts services of the board etc.
  - g. Abuse of office by Staff for personal benefit to oneself, relation or associate; and
  - h. Withholding, receiving or concealing gratification.
- All other forms of wrongdoings, unethical practices and corrupt activities noticed by staff, stakeholders and the general public.

### 4.0 REPORTING PROCEDURES

Without prejudice to the rights of whistleblowers to make a report to the relevant authorities outside the Board, a report to be made internally shall be done either verbally or in writing through any of the following means:

- Written report addressed to the Registrar JAMB or ACTU Chairman (JAMB) as appropriate.
- Written report submitted electronically via dedicated whistleblowing e-mail: [jambactu@jamb.gov.ng](mailto:jambactu@jamb.gov.ng)

Where the report is against the JAMB Registrar, the ACTU Chairman or members shall forward the report to external authorities such as Anti-graft Agencies (EFCC, ICPC, CCB & Police).

In making a report, whistleblowers are encouraged to provide full details, and where possible, supporting evidence, for such reports to be treated without delay.