

# Reporting Compliance Infringements

## Obligation to report

GIZ employees are obliged to report whenever serious compliance infringements or misconduct occur, if these are attempted, or there is a suspicion that members of the workforce or third parties (e.g. contract partners, financing recipients) are involved.

GIZ's infringement and misconduct reporting system must be readily accessible, with reasonable effort, to people who are affected by GIZ's area of activity. Therefore, all country offices must appoint at least two employees (male/female/diverse) as the contact structure for stop-it reports (discrimination, sexual misconduct, work harassment/bullying) who are also responsible for raising awareness about the existing (Head Office) infringement and misconduct reporting system.

## Contact structure in Kosovo

### The focal points for stop-it reports are

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| <ul style="list-style-type: none"> <li>• Drenushe Blakaj</li> <li>• Phone: +383 38 233002-163</li> <li>• Email: <a href="mailto:drenushe.blakaj@giz.de">drenushe.blakaj@giz.de</a></li> </ul> |
| <ul style="list-style-type: none"> <li>• Muhamed Bajrami</li> <li>• Phone: +383 38 233002-240</li> <li>• Email: <a href="mailto:muhamed.bajrami@giz.de">muhamed.bajrami@giz.de</a></li> </ul> |

## Function & Mandate

1. **Channelling function:** act as a point of contact for potential whistleblowers/affected persons and, where necessary, receive information, document it appropriately and forward the report to the Corporate Unit Compliance & Integrity in accordance with local policies.
2. **Awareness-raising function:** regularly raise the awareness of members of GIZ's workforce and relevant external parties (such as service providers and beneficiaries) about the available reporting channels and whistleblowing options.

### Mandate:

- Receive information/allegation, ensuring confidentiality.
- Explain options (referral system) and determine whether (physical) protection may be needed. Support affected person in deciding on the course of action they wish to take.

- With consent of affected person (formal complaint), conduct brief assessment (relation to GIZ) and record information.
- Report the information to the Corporate Unit Compliance & Integrity ([stop-it@giz.de](mailto:stop-it@giz.de)) within three working days or document the reasons for not forwarding it.
- Discuss the next steps for processing the reported information with the Corporate Unit Compliance & Integrity Unit.

## Why contact us?

- Confidentiality assured for all communications.
- Timely response to compliance queries and reports.
- Dedicated support to maintain ethical standards and legal compliance.

## Recommendation on choice of the type of access

Besides the focal points on country office level, employees can use other "stop-it"-communication channels, too, e.g. via their hierarchic structure or directly contacting [stop-it@giz.de](mailto:stop-it@giz.de). Other possible channels include:

- Face-to-face channel (in person or via MS Teams) and personal email address.
- The whistleblower portal is available worldwide, around the clock and in several languages. Information can be communicated anonymously in keeping with the highest security standards, and there is no need to leave an email address or telephone number. Access to the online whistleblower portal: [www.giz.de/tell-us](http://www.giz.de/tell-us).
- Telephone hotline, electronic messaging systems, letter box.

## Code of Ethics:

The Code of Ethics is designed to provide overarching guidelines. It outlines the conduct that is expected and permitted in a range of contexts.