

## APPENDIX A – ETHICS VIOLATION HANDLING PROCESS (Flowchart)

### Commentary on the Ethics Violation Handling Process

The Ethics Violation Handling Process ensures **transparency, fairness, and accountability**

when addressing ethical concerns. It reflects PMI Ghana's commitment to **Responsibility, Respect, Fairness, and Honesty.**



1. **Report Submission** – Initiates the process via email, hotline, or secure drop-box. **Anonymous reporting is allowed** to encourage whistleblowing without fear of retaliation.
2. **Preliminary Review (15 Working Days)** – The Ethics Committee classifies violations as **Minor, Moderate, or Severe**, ensuring proportional response and resource allocation.
3. **Formal Investigation** – Impartial evidence collection, witness statements, and responses are obtained under strict confidentiality.
4. **Determination & Sanctions** – Sanctions are determined based on the **Misconduct-Sanction Matrix (Appendix D)** and both parties are formally notified.
5. **Appeal Process** – The accused may appeal to the Board within **30 days**, ensuring due process and fairness.
6. **Closure & Reporting** – Outcomes are documented in **quarterly and annual ethics reports** to strengthen ethical culture and identify systemic risks.