

Its Time Foundation staff, representatives, contractors or other parties related to the activities of Its Time Foundation are expected to perform their duties within all applicable laws and with respect for all stakeholders regardless of status, race, gender, age or beliefs.

Any identified or perceived inappropriate behaviour of any kind can and should be reported to Its Time Foundation via [admin@iitime.org](mailto:admin@iitime.org). Anonymous reports can be submitted with sufficient information to allow the incident to be investigated. Complaints will be investigated by the CEO.

The complaint and resultant actions will be tabled as an agenda item at the next board meeting. Where appropriate the result of the investigation will be conveyed to the complainant.

Complaints against the CEO can be lodged directly with a board member (via LinkedIn see <https://iitime.org/about-us/>) whose responsibility it is to table the complaint at the next board meeting or call an extraordinary board meeting should the complaint be deemed serious enough to warrant the meeting.

This complaints policy will be shared with leaders (usually head of school and school manager) prior to project execution.