



مؤسسة نهر الأردن
Jordan River Foundation

JORDAN RIVER FOUNDATION

INVESTIGATION COMMITTEES TERMS OF REFERENCE (TOR)

V1.0

Revision History		
Date of Revision	Version	Summary of Revision
May 2026	1.0	ToR initiation

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1. Introduction

The Investigation Committee is established by Jordan River Foundation (JRF) to review and investigate critical complaints and allegations related to fraud, corruption, safeguarding concerns, sexual exploitation and abuse (SEA), misconduct, breaches of JRF policies, or other prohibited practices.

2. Scope

The Committee reviews and investigates complaints received through JRF's different authorized reporting channels.

3. Responsibilities

The Investigation Committee is responsible for:

- Reviewing and assessing allegations and complaints.
- Conducting investigations objectively, independently, and confidentially.
- Collecting and reviewing relevant evidence, data, and supporting documents.
- Conducting interviews where needed to verify allegations.
- Assessing risks and impacts related to the case.
- Preparing investigation reports and recommendations.
- Recommending corrective, disciplinary, preventive, or referral actions.
- Ensuring compliance with JRF policies and applicable laws.

4. Committee Formation

Investigation Committees are formed based on the nature and category of the complaint and may include relevant technical, legal, HR, safeguarding, or management representatives as appropriate.

For safeguarding and SEAH-related cases, the committee established to conduct investigations is composed of specialized personnel with the required expertise and competencies.

For HR-related complaints against HR staff, the committee is formed in accordance with approved policies.

5. Guiding Principles

The Investigation Committee shall operate according to the following principles:

- Confidentiality
- Independence and impartiality
- Protection against retaliation
- Survivor-centered approach for safeguarding cases
- Timeliness and professionalism
- Respect for privacy and dignity

6. Reporting and Closure

Investigation findings and recommendations are documented through formal investigation reports and submitted to authorized JRF management for review, approval, and implementation of corrective actions where required.

Cases are considered closed once investigations and required actions are completed in accordance with JRF procedures.