



Uttaran

Whistle blowing Policy

Community Mobilization

Poverty Eradication

Environmental Justice

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Date: 30 September 2014		
Approved by on behalf of executive board	Shahidul Islam Director	Dr Nazrul Islam Chairman
Update-1 Date: June 2017 Approved by on behalf of executive board	Shahidul Islam Director	Dr Nazrul Islam Chairman
Update-2 Date: November,2020 Approved by on behalf of executive board	Shahidul Islam Director	Sarder Md. Rezaul Karim Chairman
Update-3 Date: November,2023 Approved by on behalf of executive board	Shahidul Islam Director	Sarder Md. Rezaul Karim Chairman
Update-4 Date: January,2026 Approved by on behalf of executive board	Shahidul Islam Director	Sarder Md. Rezaul Karim Chairman
Recommended by	Shahidul Islam Director	


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What is whistleblowing?

Whistleblowing refers to exposing information or activity within an organization that is deemed illegal, illicit, unsafe, or a waste, fraud, or abuse. This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviours or practices) without retribution.

Objective:

This policy aims to:

- Encourage the employees/ staff to feel confident in raising serious concerns and to question and act upon concerns about practice
- Provide avenues for the employees/staff to raise those concerns and receive feedback on any action taken
- Ensure that employees/staff receive a response to their concerns and that they are aware of how to pursue them if not satisfied
- Reassure employees/staff that they will be protected from possible reprisals or victimization if they have a reasonable belief that they have made any disclosure in good faith

Scopes:

- Conduct which is an offence or a breach of law or organization's policies
- Disclosures related to miscarriages of justice
- Health and safety risks, including risks to the public as well as other employees
- Damage to the environment
- The unauthorized use of public funds
- Possible fraud and corruption
- safeguarding children and young people concerns
- Sexual or physical abuse, or
- Other unethical conduct

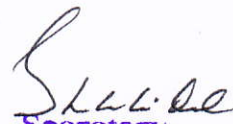
How to raise a concern

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- As a first step, employees normally raise concerns with their immediate manager/ their superior/line HR. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.
- Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use Uttaran's existing format (See Annex one).
- Although employees are not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person contacted that there are reasonable grounds for their concern.

How would the Organization respond?

- The organization will respond to the employees' concerns.
 - Where appropriate, the matters raised may:
 - Be investigated by management, internal audit, or through the disciplinary process
 - Be referred to the police
 - Be referred to the external auditor
 - Form the subject of an independent inquiry.
- In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Company will have in mind, is the public interest.
- Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.
- Within ten working days of a concern being raised, the responsible person will write to the whistle-blower:
 - Acknowledging that the concern has been received
 - Indicating how we propose to deal with the matter
 - Giving an estimate of how long it will take to provide a final response
 - Informing whether any initial enquiries have been made
 - Supplying with information on staff support mechanisms, and
 - Informing whether further investigations will take place and if not, why not.

Confidentiality

- All concerns will be treated in confidence and every effort will be made not to reveal their identity if they so wish. At the appropriate time, however, they may need to come forward as a witness

Untrue allegations

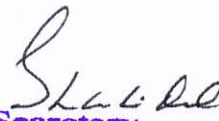
If they make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, they make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken.

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Responsibilities

The Executive Committee is accountable for ensuring the effective implementation of this policy.

Line managers (anyone with a direct report) are responsible for ensuring that the principles of this policy are communicated and understood throughout their teams. They are also responsible for putting the policy into practice including:

- Ensuring that all concerns raised by workers are taken seriously where appropriate.
- Ensuring that concerns are investigated properly, objectively and in a timely manner.
- Ensuring that the worker is kept informed of progress.
- Ensuring that action is taken to resolve the concern.

The Admin and HR Department is responsible for providing coaching, advice and guidance to line managers on the implementation and use of the policy.