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# **WHISTLE BLOWER POLICY**

Document Owner: Sugandha Sehgal

Designation: Manager - Human Resource

Document Number: NDS/HR/PD/2022-23/02

Effective Date: 1<sup>st</sup> April 2022

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## SCOPE OF POLICY

The Society is committed to comply with the highest standards of professionalism, honesty, integrity and ethical behavior. This policy aims to provide a secure environment and to encourage all employees or ex employees of the NDS to report unethical, unlawful or improper practices, acts or activities in the organization and to prohibit managerial personnel from taking any adverse personnel action against those employees who report such practices in good faith.

Whistle-Blower Whistle-Blower means an Employee making a Disclosure under this Policy.

## OVERVIEW OF POLICY

Every employee of the organization whether ex or current is expected to promptly report to the management any actual or possible violation of the Code of Conduct or any other unlawful or unethical or improper practice or act or activity concerning the organization.

The unlawful or unethical or improper practice or act or activity (hereinafter referred to as an “alleged wrongful conduct”) may include, but is not limited to, any of the following:

- A violation of any law;
- Misuse or misappropriation of the Society’s assets;
- Incorrect financial reporting;
- A substantial and specific danger to health and safety;
- An abuse of authority.

No manager, master trainer, department head, or any other employee with authority to make or materially influence significant personnel decisions shall take or recommend an adverse personnel action against an employee in knowing retaliation for a disclosure of information, made in good faith, about an alleged wrongful conduct.

## ROLES, RIGHTS AND RESPONSIBILITIES OF WHISTLE-BLOWERS

- Whistle-Blowers provide initial information based on a reasonable belief that an alleged wrongful conduct has occurred. The motivation of a whistle-blower is irrelevant to the consideration of the validity of the allegations. However, the intentional filing of a false report, whether orally or in writing is itself considered an improper activity, which the Managerial Authority has the right to act upon.
- Whistle-Blowers have a responsibility to set forth all known information regarding any reported allegations. Whistle-blowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations would not be undertaken without verifiable evidence.
- However Whistle-Blowers shall refrain from obtaining evidence for which they do not have a right of access. Such improper access may itself be considered an improper activity.
- Whistle-Blowers are “reporting parties,” and not investigators. They are not to act on their own in conducting any investigative activities, nor shall they have a right to participate in any investigative activities other than as requested by the investigating authority.
- The identity of the whistle-blower will not be disclosed except where required under the law or for the purpose of the investigation.
- A whistle-blower’s right to protection from retaliation does not grant him immunity for any complicity in the matters that are the subject of the allegations or an ensuing investigation or any other misconduct or wrong doing.
- This policy may not be used as a defense by an employee against whom an adverse personnel action has been taken for legitimate reasons or cause under organization rules and policies. It shall not be a violation of this policy to take adverse personnel action against an employee, whose conduct or performance warrants that action, separate and apart from that employee making a disclosure.

## PROCEDURE

- Any communication in respect of alleged wrongful conduct concerning the employees should be addressed to the Founder/ Secretary of the organization.
- All alleged wrongful conducts should be reported in writing so as to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting in English.
- The Management Committee/ Founder of the organization will then have the alleged wrongful conduct investigated.

## INVESTIGATION

All reports under this Policy will be promptly and appropriately investigated, and all information disclosed during the course of the investigation will remain confidential, except as necessary to conduct the investigation and take any remedial action, in accordance with applicable law.

Everyone working for or with the organization has a duty to cooperate in the investigation of reports of violations. Failure to cooperate in an investigation, or deliberately providing false information during an investigation, can be the basis for disciplinary action, including termination of employment.

If, at the conclusion of its investigation, the organization determines that a violation has occurred, the organization will take effective remedial action commensurate with the nature of the offense.

This action may include disciplinary action against the accused party, up to and including termination. Reasonable and necessary steps will also be taken to prevent any further violations of NDS policy. The investigation shall be completed normally within 45 days of the receipt of the communication regarding alleged wrongful conduct.

## PROTECTION

No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a alleged wrongful conduct under this Policy. NDS, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against the Whistle Blowers.

Complete protection will be given to the Whistle Blowers against any unfair practice. The organization will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the disclosure.

## NOTIFICATION

The HR department shall notify the existence and contents of this policy to all employees of the Company.

## Document Distribution and Notification:

- Printed copies are for reference only and are not controlled.
- Obtain and use only the current, approved document.

## Next Review Date:

The Process Document Review date will be <TBD>

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