

UDDIPTO MOHILA UNNAYAN SANGSTHA

Whistle Blowing Policy, 2018

First Version: 2018

Acknowledgements: This policy has been adopted from the Whistle Blowing policy developed by Sense Manusher Janno Foundation.

Contents

<u>Introduction</u>	00
<u>Objectives</u>	00
<u>Assurances to staff</u>	4
<u>Safety</u>	Error! Bookmark not defined.
<u>Confidence</u>	4
<u>How to raise a concern</u>	400
<u>Step one</u>	400
<u>Step two</u>	5
<u>Step three</u>	5
<u>Response procedure</u>	Error! Bookmark not defined. 0
<u>Monitoring and Oversight</u>	00

1. Introduction

We all at one time or another have concerns about the safety and security of the concerned stakeholders of the organization. Usually these issues are easily resolved. However, when the concern feels serious because it is about a possible fraud, danger or malpractice, that might affect others or the organisation itself, it can be difficult to know what to do. These could include concerns such as a criminal offence, theft, fraud, unsafe working practices or an act creating risk to health & safety, act causing damage to the environment, breach of a legal obligation, abuse of a vulnerable persons (See separate policies on safeguarding Children and vulnerable adults), bullying, harassment or victimisation on the grounds of race, religion, sexuality, gender, appearance, or age or covering up wrongdoing,

Staff may be worried about raising such a concern and may think it best to keep it to themselves, perhaps they feel it's none of their business or that it's only a suspicion. S/he may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. The concerned staff may decide to say something but find that s/he has spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

CDD is committed to run the organisation in the best way possible. To address these concerns, the organization has decided to introduce this policy to reassure that it is safe and acceptable to speak up and to enable them to raise any concern, which is about malpractice at an early stage and in the right way. Rather than waiting for proof, the organization would prefer raising the matter by any staff.

This policy applies to all those who work for CDD; whether full-time or part-time, employed through an agency or as a volunteer. If a staff have a whistle blowing concern, should let the authority know as per the policy guideline.

If something is troubling any staff, which they think the authority should know about or look into, please act as per the policy.

This Whistle blowing Policy is primarily for concerns where the interests of others or of the organisation itself are at risk.

2. Objectives

This policy and procedure:

- Makes sure that all concerns are listened to and confirms how CDD will assure staff safety;
- Builds confidence to raise concerns;
- Describe how staff can raise a concern;
- Ensures that authority will be open and honest with staff about how the matter will be dealt; and
- Create an enabling environment for the staff and the organization.

3. Assurances to staff

3.1 Safety

The Executive Council, Executive Director and Director are committed to this policy. If any staff raises a genuine concern under this policy, s/he will not be at risk of losing their job or suffering any form of retribution as a result. The authority will not tolerate the harassment or victimisation of anyone raising a genuine concern. Provided that the staff is raising a genuine concern, it does not matter if s/he has mistaken. Of course the authority does not extend this assurance to someone, who maliciously raises a matter which is untrue.

3.2 Confidence

With these assurances, it is expected that staff will raise their concern openly. However, it is recognised that there may be circumstances when staff would prefer to speak to someone in confidence first. If this is the case, it is suggested to do that at the outset. If the concerned staff asks not to disclose her/his identity, the authority will not do so without the consent unless required by law or statutory regulations. The staff should understand that there may be times when they the authority is unable to resolve a concern without revealing the identity of the staff, for example where personal evidence is essential. In such cases, the authority will discuss with the concerned staff whether and how the matter can best proceed.

Staff must remember that if they want to hide their identity, it will be much more difficult to look into the matter, as well as the authority will not be able to protect staff's position or to give feedback. Accordingly the staff should not assume the authority can provide the assurances offered in the same way if the concern is reported anonymously.

4. How to raise a concern

The following steps a staff should follow to raise any concern:

4.1 Step one

When staff has a concern about malpractice, raise it first with her/his line manager. This may be done verbally or in writing.

4.2 Step two

If any staff feels unable to raise the matter with her/his manager, for whatever reason, the concerned staff can either raise it through any of the following routes:

- with manager's manager, or the relevant Assistant Director or Human resource manager

4.3 Step three

If these channels have been followed and still have concerns, or if the staff feels that the matter is so serious that can't be discussed it with any of the above, please contact:

- Executive Director and Director
- Chair of EC members (if the issue relates to any of the above staff)

5. Response Procedure

Once a concern is reported, the authority will assess it and consider what action may be appropriate. This may involve an informal review, an internal inquiry or a more formal investigation and external referral and investigation may be required. The authority will inform the whistle blower who will be handling the matter, how to can contact them, and what further assistance might be needed from her/him. The whistle blower will be duly notified under which policy the raised concern will be dealt with.

If asked, the authority will write to the whistle blower summarising the raised concern and provide a description of the process to handle it. If the authority misunderstands the concern or there is any information missing, the whistle blower will inform the authority.

When applicable, the authority will provide feedback to the whistle blower on the outcome of any investigation. However, the authority may not inform the staff about the precise actions that has been taken, where this would breach a duty of confidence the authority may owe to another person.

The authority will monitor the range of issues raised across the organisation to identify any learning opportunities and patterns. This will assist in our future planning, enable us to promote best practice and further improve our services.

6. Monitoring and Oversight

The Executive Director is responsible for this policy and will review it periodically. The HR will monitor the operation of the policy.