

SHAKTI WHISTLE BLOWER POLICY



Housing Board Colony, Po./Dist.-Rayagada, Orissa, Pin-765 001
Phone/Fax No.- 06856-225762,
e-mail-shaktiorg@gmail.com, www.shaktiorg.com
<http://shaktiorg.blogspot.in/>

SHAKTI WHISTLE BLOWER POLICY

01. SHORT TITLE AND APPLICATION:

These rules may be called Whistle Blower policy and it means “Reporting a suspected malpractice (Whistle Blowing) and the protection of whistle blower, which is applicable to the Volunteers, staffs, General and executive body members of SHAKTI ORGANISATION (SSCSO)”.

02. Rational:

Shakti Organisation (SSCSO) is committed to the highest standards of ethics, integrity & professionalism in all the activities & operations that it conducts and has defined systems & procedures in place to root out corruption, malpractices and abuse of authority by the Volunteers, staffs, General and executive body members of Shakti Organisation(SSCSO). It encourages an open & transparent system of working and dealings among Volunteers, staffs, General and executive body members of Shakti Organisation (SSCSO) and members of general public coming into contact with the Organisation. Therefore Shakti Organisation (SSCSO) has come out with a policy named as “SHAKTI Whistle Blower Policy” to serve the above purpose.

03. Objectives:

- 3.1. The Policy has been framed with a view to raise the standard of ethics, morals & integrity and to encourage a culture of openness & transparency in dealings between volunteers/staffs/Executive body members and all members of public who come in contact with the Organisation.
- 3.2. It has been brought with the strong desire to act as a deterrent against corruption & malpractices at different levels and to enhance the level of observance of systems & procedures in the Organisation.
- 3.3. The Policy aims at quickly spotting aberrations and dealing with it in the shortest possible time. It will be disseminated among the Volunteers, employees & Co-ordinators of the Organisation ensuring them full confidentiality against disclosure of names and protection to the Whistle Blower against any personal vindictive actions such as humiliation, harassment or any other form of unfair treatment or subjecting to any kind of loss on account of his/her disclosures.

04. Whistle Blowing Policy:

It is the duty of every member of staff and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice,

danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Shakti Organisation(SSCSO) is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to *Shakti Organisation* (SSCSO) will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

05. Scope:

The complaints / disclosures under this policy would cover the areas such as corruption, misuse of office, criminal offences, suspected /actual fraud, failure to comply with existing rules and regulations, systems & procedures of the SHAKTI and other acts resulting in financial loss / operational risk, loss of reputation etc. detrimental to the interest of the Organisation, the Donors and the public.

06. Coverage:

This policy is for people engaged by or volunteering and associated with Shakti Organisation (SSCSO). This policy covers the following category of people.

- 6.1. Engaged on a permanent or fixed term contract of engagement in Shakti Organisation(SSCSO);
- 6.2. On a temporary contract or engaged through an agency to work for Shakti Organisation(SSCSO);
- 6.3. An independent consultant for Shakti Organisation(SSCSO),
- 6.4. A volunteer with Shakti Organisation(SSCSO),
- 6.5. Contractors and suppliers of services to Shakti Organisation(SSCSO),
- 6.6. General Public, with whom Shakti Organisation(SSCSO) is working with/for.

07. Procedure:

Any individual who has reasonable suspicions of malpractice should initially take their concerns to their line manager. If they do not feel that he/she is the appropriate person, they should approach the General Secretary, or if their concern is related to the General Secretary, he/she should contact the President of the management committee. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience.

- 7.1. All complaints under this policy may be sent directly to the General Secretary, Shakti Organisation(SSCSO) over e-mail ID secretary@shaktiorg.com.

7.2. If the complaint is in shape of hard copy, then it should be in a closed / secured envelope. The envelope should be addressed to the General Secretary, Shakti Organisation(SSCSO) Saipriya Nagar, Post/Dist.-Rayagada, Odisha and should be superscribed as “Confidential”.

7.3. If envelope is not superscribed and closed, it will not be possible for the Organisation to protect the complainant under the above policy and such complaints will be dealt with as per the normal complaint policy of the Organisation.

7.4. The Complainant should give his /her name and address in the beginning or in the end of the complaint or give in an attached letter.

7.5. The Organisation will not entertain anonymous /pseudonymous complaints.

7.6. The text of the complaint should be carefully drafted so as not to give any detail or clue as to the identity of the complainant.

7.7. The details/facts mentioned in the complaint should be specific and verifiable.

7.8. In order to protect identity of the person/complainant, the Organisation will not issue any acknowledgement.

7.9. In order to ensure absolute secrecy & confidentiality of the identity of the complainant, no further correspondence in the matter of complaint will be entertained from the complainant and the complainant, in his own interest, should not write or attempt to contact the Organisation.

7.10.All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed.

7.11.The General Secretary or Executive body member will establish and record the basis of the concerns that have been raised and establish what further actions are required.

7.12.If an individual is not satisfied with the response to his/her complaint and any subsequent action taken thereof, he/she should put his/her concerns in writing to the President of Executive body, who will arrange any further investigation as he/she thinks appropriate. The President will send a written response to the individual concerned.

7.13.The complaint must exercise sound judgment to avoid baseless allegations. Anybody who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of contract.

08. Guiding principles:

To ensure that this policy is adhered to, and to assure all concerned that their concern will be taken seriously, *Shakti Organisation (SSCSO)* will follow the following guiding principles;

8.1. The Organisation will ensure that no punitive / administrative action will be taken by any concerned authority in the organisation against any person on perceived reasons / suspicion of being ‘whistle blower’.

8.2. The identity of the complainant will not be revealed unless the complainant himself/herself has made the details of his/her complaint either public or disclosed his/her identity to any other person / authority.

8.3. The Organisation shall not take any action or initiate any proceedings to victimize / harass or to intimidate the complainant solely for the reason of his/her having filed the complaint under the policy. Treat victimisation of whistle blowers as a serious matter that may lead to disciplinary action that may include dismissal;

8.4. If any person is aggrieved by any action on the ground that he/she has been victimised or harassed due to filing of complaint or disclosure, he/she may file an application before the General Secretary seeking redressal of his/her grievance. The General Secretary will examine the matter and will take such actions as he/she may deem fit for redressal of the grievance.

8.5. In case the complainant is an staff/Volunteer of the Organisation, the Organisation shall not take or recommend to take any administrative or disciplinary action against that staff [i.e. whistle bower] in retaliation to his/her lodging the complaint under the policy and will take all measures / actions to prevent initiation of any adverse administrative/ disciplinary action against the staff.

8.6. Not attempt to conceal evidence of poor or unacceptable practice;

Take disciplinary action if anybody destroys or conceals evidence of poor or unacceptable practice or misconduct;

8.7. A staff/Volunteer, who knowingly makes false allegations of unethical & improper practices or knowingly alleges wrongful conduct, shall be subjected to disciplinary action, as appropriate, and will not be protected under the policy.

8.8. The complainant shall not be protected for his / her misconduct, which does not relate to the disclosures, made as a whistle bower.

8.9. In case the organisation finds that the complaint is motivated or vexatious, it shall take action, as appropriate, against the complainant.

8.10. Ensure confidentiality clauses in employment contracts do not restrict, forbid or penalise whistle blowing;

09. Implementation of the Policy:

9.1. A copy of the 'SHAKTI Whistle Blower Policy' will be displayed at prominent place inside the office premises at all branches / offices of the Organisation for general information and notice of all members of staff/volunteers and associated persons and members of general public, with whom Shakti Organisation(SSCSO) is working with/for.

9.2. A copy of the Policy will also be displayed in the website of the Organisation.

10. REVISION/AMENDMENTS:

This SHAKTI Whistle Blower Policy or any rule(s) contained herein is subject to revision at any time at the discretion of the Executive Body of the Organisation. The rules contained herein can be amended, altered or modified at any time.



General Secretary
Shakti Organisation (SSCSO)

General Secretary,
Shakti Organisation (SSCSO)

N.B-{this Whistle Blower Policy is approved by the Executive Body of Shakti Organisation on 29.09.2014 and came into immediate effect.}