

Whistleblower Policy

DEVI Sansthan

1. Introduction

DEVI Sansthan is committed to maintaining the highest standards of integrity, transparency, and accountability in all its operations. This Whistleblower Policy is designed to provide a safe and confidential mechanism for employees, volunteers, beneficiaries, and other stakeholders to report concerns about unethical, illegal, or improper conduct without fear of retaliation.

This policy aims to:

- Encourage the reporting of wrongdoing.
 - Protect whistleblowers from retaliation.
 - Ensure that reported concerns are investigated promptly and fairly.
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2. Scope

This policy applies to:

- All employees, including full-time, part-time, and temporary staff.
- Volunteers, interns, and consultants working with DEVI Sansthan.
- Beneficiaries, partners, vendors, and contractors associated with the organization.

The policy covers concerns related to, but not limited to:

- Financial mismanagement or fraud.
 - Corruption or bribery.
 - Violation of laws or regulations.
 - Misuse of organizational resources.
 - Harassment, discrimination, or unethical behavior.
 - Endangerment of health, safety, or the environment.
 - Any other activity that undermines the integrity of DEVI Sansthan.
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3. Principles

DEVI Sansthan is committed to the following principles:

1. **Confidentiality:** The identity of the whistleblower will be kept confidential to the extent possible.



2. **Protection from Retaliation:** Whistleblowers will be protected from any form of retaliation, including harassment, victimization, or unfair treatment.
3. **Fair Investigation:** All reports will be investigated promptly, fairly, and impartially.
4. **Transparency:** Whistleblowers will be informed of the outcome of the investigation, subject to legal and privacy constraints.

4. Reporting Mechanisms

Whistleblowers can report concerns through the following channels:

1. **Direct Reporting:**
 - Report to your immediate supervisor or manager.
 - If the concern involves your supervisor, report to the next level of management or the designated Whistleblower Officer.
2. **Whistleblower Officer:**
 - Contact the designated Whistleblower Officer at whistleblower@devisansthan.org
3. **Anonymous Reporting:**
 - Submit a written report via email to whistleblower@devisansthan.org.

Reports should include as much detail as possible, such as:

- The nature of the concern.
- Names of individuals involved.
- Dates, times, and locations of incidents.
- Any supporting evidence or documentation.

5. Investigation Process

1. **Acknowledgment:** The Whistleblower Officer will acknowledge receipt of the report within 7 working days.
2. **Preliminary Assessment:** The report will be assessed to determine the appropriate course of action.
3. **Investigation:** A thorough and impartial investigation will be conducted by an independent committee or external investigator, if necessary.
4. **Findings:** The findings of the investigation will be documented, and appropriate action will be taken based on the severity of the issue.



5. **Feedback:** The whistleblower will be informed of the outcome of the investigation, subject to legal and privacy constraints.
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6. Protection of Whistleblowers

DEVI Sansthan is committed to protecting whistleblowers from any form of retaliation, including:

- Harassment, intimidation, or victimization.
- Unfair treatment or discrimination.
- Demotion, dismissal, or other adverse employment actions.

Any individual found retaliating against a whistleblower will face disciplinary action, up to and including termination of employment or engagement with the organization.

7. Confidentiality

The identity of the whistleblower will be kept confidential to the extent possible, unless disclosure is required by law or with the whistleblower's consent. All reports and investigations will be handled with the utmost discretion.

8. False Reports

While DEVI Sansthan encourages genuine reporting, making false or malicious reports with the intent to harm others is strictly prohibited. Individuals found making false reports may face disciplinary action.

9. Responsibilities

1. **Whistleblower Officer:** The designated officer is responsible for receiving reports, coordinating investigations, and ensuring the protection of whistleblowers.
 2. **Management:** Managers and supervisors must ensure that employees and volunteers are aware of this policy and encourage its use.
 3. **Employees and Volunteers:** All individuals associated with DEVI Sansthan are expected to report concerns in good faith and cooperate with investigations.
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10. Review and Updates

This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be made as needed to reflect changes in laws, regulations, or organizational priorities.

11. Commitment

DEVI Sansthan is committed to fostering a culture of integrity, accountability, and transparency. We believe that whistleblowers play a vital role in safeguarding the organization's values and mission.

Approved by the Governing Board at its meeting held on

This policy will be communicated to all employees, volunteers, and stakeholders to ensure widespread understanding and adherence.



Nixon Joseph
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DEVI Sansthan

