

2018

SRIJAN FOUNDATION

Creating a Better World for Women and Children



WHISTLEBLOWER POLICY 2018

MAIN OFFICE:

106 Bijoy Enclave, Heerabag Chowk, Matwari, Hazaribag – 825301.

COORDINATION OFFICE:

202 Prithivi Homes, Bandgari, Deepatoli Near Gate No.1, Ranchi- 834009

Website: www.srijanjhk.org

Introduction

Srijan Foundation (SF) is a Jharkhand based Non-Governmental Organization founded in 1995 and formally registered in 7th February 2001 by a group of socially committed young professionals under Indian Trust Act, 1882.

Vision:

SF's vision is, "An Egalitarian, Empowered and Self Reliant Society"

Mission:

SF fulfills its vision by empowering poor, marginalized and excluded communities to demand their rights, develop capacities of CBOs & Civil Society Organizations, promote collective action, and create successful models for replication and influence institutions that shapes peoples' lives, especially women and children.

Goal:

SF's goal is to facilitate process for creation of an inclusive and equitable development of the most marginalized, vulnerable and socially excluded communities (particularly women and children) in the state of Jharkhand by building capacity of CBOs & Civil Societies, creation of development models and articulation of demands and realization of the rights of the target community.

I. General

SF is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. To maintain and adhere to the highest standards of ethical & moral conduct, SF encourages its employees who have concerns about suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment. Thus, the policy outlines a procedure for employees to raise concerns or report actions on any violations of legal or moral conduct that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices.

II. Reporting Responsibility

It is the responsibility of all – the management, Unit –in -charge, employees, and volunteers to comply with and to report violations or suspected violations of the Code of Ethics, SF policies, or laws in accordance with the policy.

III. No Retaliation

No management, unit-in-charge, employee, volunteer, or contractor who in good faith reports a violation of the code, SF policies, or law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SF prior to seeking resolution outside SF.

IV. Reporting Violations

An employee/ individual should first discuss their concern with their immediate supervisor. If the supervisor, feels that the concern has reasonable grounds and is valid, the supervisor then may report the concern to the Secretary or directly to the chairperson of the Project Co-ordination Committee in writing. In case the supervisor contacts the secretary first, the secretary will report the same to the chairperson PCC in writing. However, if the employee/ individual is uncomfortable speaking with the immediate supervisor or the supervisor is a subject of the concern, the individual can directly report his or her concern to the secretary or the chairperson of the PCC in writing. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the chair of the project co-ordination committee. The project co-ordination committee shall be responsible for investigating and making appropriate recommendations to the secretary who then will report to the board members and take actions accordingly.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for

believing the information disclosed indicates a violation of the Code, SF policy or procedures. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, SF will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

The PCC shall address all reported concerns. The chairperson of the PCC shall immediately notify the PCC, the President and the Secretary of any such report. The chairperson of the PCC will notify the complainant and acknowledge receipt of the concern with five working days. However, it will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed about the follow-up after the PCC has received the complaint or report. The Management shall be informed of all such complaints or reports. The PCC will submit a report for recommendation against the investigation to the Management and will take action accordingly.

The members of the Project Co-ordination Committee (PCC) are:

- 1) Mr. Rajiv Ranjan Sinha
- 2) Mr. Gautam Halder
- 3) Mr. Pankaj Kumar
- 4) Ms. Pushpa Sharma
- 5) Mr. Dayal Prasad
- 6) Ms. Babita Kumari
- 7) Mr. Vikash Kumar
- 8) Mr. Sanjay Kumar