

# Whistleblower Policy



**Technology Resource Communication & Service Centre**

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# Whistleblower Policy

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## I. PREFACE

Whistleblower policies are critical tools for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper. This policy intends to encourage and enable employees to raise serious concerns within the organization rather than overlooking a problem or 'blowing the whistle' outside which damage the reputation of the organization without instilling any corrective measures.

As TRCSC is committed to the highest possible standards of openness, probity and accountability; in line with that commitment, it is expected that employees, and others, who have serious concerns about any aspect of work or behaviour to come forward and voice those concerns.

## II. OBJECTIVES

The objectives of this Whistleblower Policy of TRCSC are –

- a) To encourage its employees to feel confident in raising serious concerns and to question and act upon concerns about practice within the organization;
- b) To provide avenues for them to raise those matters/concerns and receive feedback on any action taken;
- c) To ensure its employees that they are protected from any kind of reprisals or victimization for any disclosure in good faith; and
- d) To facilitate its employees to participate effectively and in positive manner in the areas of study, planning, implementation, documentation, and monitoring all of its socio-economic development projects/programs.

## III. POLICY AND ITS EFFECT

This Whistleblower Policy has been in force effectively from 1<sup>st</sup> April 2024 and shall be amended from time to time to accommodate required changes as approved by the Board of Trustees of the organization.

## IV. DEFINITIONS

- a) 'Whistleblower' is defined by this policy as an employee who reports, to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
- b) 'Employee' or 'Staff' means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for TRCSC.
- c) 'Matter of concern' means
  - i. a violation of law, regulation, or the organization's policy;
  - ii. a danger to health or safety; and/or
  - iii. gross mismanagement, substantial waste of funds, or a clear abuse of authority.

## **V. INTERPRETATION**

Terms which have not been defined in this policy shall have the same meaning as assigned to them in the relevant Act/Rules of the land and/or as amended from time to time.

## **VI. CONFIDENTIALITY & SAFEGUARDS**

- a) If a complainant while exposing a matter of concern wants his/her identity to be kept secret, TRCSC is mandated not only to maintain the secrecy of the complainant's identity but also provide protection to the complainant against any physical threat, harassment or victimization.
- b) If any person is aggrieved by any action on the ground that he/she is being victimized due to the fact that he/she had filed a complaint or disclosure, he/she may file an application before TRCSC seeking redress in the matter wherein TRCSC may give suitable directions to the concerned person.

## **VII. UNTRUE ALLEGATIONS**

If anyone makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. But if, however, he/she makes an allegation frivolously, maliciously or for personal gain, after proper investigation, disciplinary action may be taken against the employee.

## **VIII. COMPLAINING & REDRESSAL MECHANISM**

If any employee/staff wishes to raise a complaint, he/she should do it in writing to the Secretary-cum-Executive Director directly or submit complaint to his/her immediate supervisor. In turn, the supervisor should forward the complaint to the Secretary-cum-Executive Director within three (3) days. On receiving the complaint, the Secretary-cum-Executive Director shall respond within ten (10) days and take necessary action to initiate investigation by constituting a committee with at least three (3) senior persons including a Board member in it. The committee shall complete its investigation within thirty (30) days and submit a report to the Managing Committee of TRCSC. Appropriate action shall be taken immediately on basis of the investigation report/recommendation by the Secretary-cum-Executive Director.

However, if any employee wishes to raise the matter to any competent authority outside the organization, he/she may do so as per law of the land.

The organization may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment. If any person is victimized due to the fact he/she had filed a complaint under the Whistleblower provisions, he may file an application before the TRCSC seeking redressal in the matter. TRCSC would then intervene suitably to protect the complainant.

TRCSC will not entertain anonymous /pseudonymous complaints.