

Whistleblower Policy Document: Roles and Responsibilities

1. Purpose

This policy aims to ensure that individuals are encouraged to report unethical, illegal, or inappropriate conduct, and to define the roles and responsibilities of relevant parties in handling such disclosures.

2. Scope

This policy applies to all employees, officers, directors, contractors, and other stakeholders associated with the organization.

3. Roles and Responsibilities

A. Whistleblower

- Report suspected misconduct, fraud, or violations of law or policy in good faith.
- Provide information with as much detail and evidence as possible.
- Cooperate with investigators as required, ensuring confidential communication.
- Act honestly and avoid making malicious or false reports.

B. Supervisors and Managers

- Encourage a culture of transparency and integrity within their teams.
- Promptly escalate any reported concerns to designated authorities or channels.
- Ensure whistleblowers are protected from retaliation.
- Maintain confidentiality of reported information.

C. Whistleblower Protection Officer

- Receive, review, and document disclosures in a confidential manner.
- Assess the credibility and seriousness of the report.
- Oversee investigations and ensure they are conducted fairly and efficiently.
- Support and guide whistleblowers throughout the process, ensuring protection from retaliation.
- Report findings to relevant senior management or board as required.

D. Investigation Committee

- Conduct impartial investigations into reported concerns.
- Gather and evaluate evidence while maintaining confidentiality.
- Recommend corrective actions as necessary based on findings.
- Document processes and outcomes of investigations.

E. Senior Management/Board

- Oversee the implementation and enforcement of this policy.

- Ensure appropriate resources are provided for effective investigation and whistleblower protection.
- Review reports and take necessary actions based on investigation outcomes.
- Promote a culture of accountability and ethical behavior.

Important Notes

- This document should be reviewed and updated regularly to remain effective and compliant with laws.
- All parties must keep whistleblower identities confidential unless required by law.
- No retaliation against whistleblowers will be tolerated, and breaches of this policy may result in disciplinary action.
- Education and training on this policy are essential for all stakeholders.