

सुजाग्रति समाज सेवी संस्था मुरैना म० प्र०

एल.आई.जी. 914, न्यू हॉउसिंग बोर्ड कॉलोनी, मुरैना (मध्यप्रदेश) पिन-476001

Email- sujagriti99@gmail.com Website- www.sujagriti.org

Mobile No. 09826318465 / 09098746716

Whistleblower Policy



Sujagriti Samaj Sevi Sanstha
Morena, Madhya Pradesh

1. Purpose

This policy encourages staff, volunteers, contractors, suppliers, and other stakeholders to report unethical behavior, misconduct, or illegal activities in or related to Sujagriti Samaj Sevi Sanstha (hereafter referred to as “Sujagriti”). It ensures that whistleblowers are protected from retaliation and that all reports are addressed confidentially and fairly.

2. Scope

This policy applies to:

- Employees (permanent, temporary, and contractual)
- Interns and volunteers
- Consultants and suppliers
- Members of the Board
- Any individual associated with Sujagriti

Concerns may include:

- Fraud, corruption, or bribery
- Financial misreporting
- Breach of policies or laws
- Workplace harassment or discrimination
- Environmental violations
- Unsafe working conditions
- Any unethical or illegal act

3. Policy Statement

Sujagriti commits to a transparent and accountable working environment. All stakeholders are encouraged to report concerns honestly and responsibly. The organization will ensure no whistleblower faces retaliation for reporting in good faith.

4. Definitions

- Whistleblower: A person who reports suspected wrongdoing or unethical activity.
- Protected Disclosure: A genuine concern reported regarding unethical or illegal conduct.
- Retaliation: Punitive action against a whistleblower including dismissal, demotion, harassment, or discrimination.

5. Reporting Procedures

Reports can be made through any of the following:

- To the Immediate Supervisor
- To the Executive Director directly, if the concern involves the supervisor
- To the Internal Compliance Committee or governing body
- Email reporting via a designated secure email ID

- Anonymous reports are allowed but must include enough detail to enable investigation.

6. Confidentiality and Anonymity

Sujagriti ensures that all reports are kept confidential to the extent possible. The identity of the whistleblower will not be disclosed without consent unless legally required.

7. Protection from Retaliation

Sujagriti prohibits retaliation against whistleblowers who report concerns in good faith. Any act of retaliation will result in disciplinary action.

8. False Reporting

Deliberately false or malicious complaints will be subject to disciplinary action. This does not apply to reports made in good faith that are later found unsubstantiated.

9. Investigation Process

Upon receiving a report:

- Acknowledgement (if the whistleblower is known)
- Assignment to a neutral investigation team or officer
- Fair and impartial investigation
- Documentation and protection of evidence
- Appropriate corrective action if misconduct is proven
- Feedback provided to the whistleblower where applicable

10. Roles and Responsibilities

- Internal Compliance Committee / Executive Director: Oversight and implementation of this policy
- Supervisors/Managers: Supporting open communication and proper reporting
- Employees: Reporting concerns honestly and cooperating with investigations
- Governing Board: Ensuring protection and effectiveness of the whistleblower process

11. Awareness and Training

All employees and stakeholders will be informed and oriented about this policy. Periodic training will be conducted to foster ethical awareness and reporting mechanisms.

12. Review and Amendments

This policy will be reviewed annually or as needed by the Board of Directors to ensure its relevance and effectiveness. Any revisions will be communicated to all stakeholders.

Approved by:

Zakir Hussain, President

Name [Signature]
 Head of the Organization
President
 Sujagriti Samaj Sevi Sanshodhan
 Morena (M.P.)