

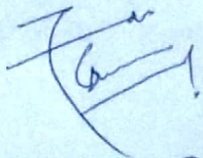


KDO Whistleblowing Policy

KHAGARAH Development Organization (KDO)

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Dy. General Secretary
BOD KDO
16.8.23


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16.08.23

1. Introduction

The KHAGARAH Development Organization (KDO) is committed to maintaining a work environment where all staff, volunteers, beneficiaries, and other stakeholders can feel confident that concerns regarding unethical, illegal, or unsafe activities can be raised without fear of retaliation. This Whistleblowing Policy provides a clear and confidential procedure for reporting any concerns or wrongdoing and outlines how KDO will address these reports to ensure accountability and transparency.

2. Purpose of the Policy

The purpose of this policy is to:

Encourage individuals to raise genuine concerns about unethical practices, misconduct, corruption, violations of laws, regulations, or policies, abuse, neglect, or any other activity that could potentially harm KDO, its beneficiaries, or stakeholders.

Provide a clear and confidential process for reporting such concerns.

Protect whistleblowers from retaliation, victimization, or any other form of adverse consequences for making a report.

Ensure that all reported concerns are investigated thoroughly, fairly, and promptly.

3. Scope of the Policy

This policy applies to all staff, volunteers, contractors, consultants, and anyone else engaged by KDO, both within the organization and in the communities where the organization operates. The policy covers any concerns related to unethical practices, illegal activities, violations of KDO's policies, including but not limited to:

Financial mismanagement, fraud, and corruption

Child or adult safeguarding violations, including abuse or neglect

Violations of human rights or discrimination

Health and safety violations

Harassment or intimidation

Breach of KDO's code of conduct or policies

Any activity that may endanger the welfare or safety of KDO's beneficiaries, staff, or community members

4. What is Whistleblowing?

Whistleblowing involves reporting a concern, suspicion, or knowledge about misconduct or wrongdoing that has occurred, is occurring, or may occur within the organization. This may involve an act of dishonesty, illegal activity, harm, or unethical behavior that could put the integrity, reputation, and operation of KDO at risk.

5. Reporting Concerns

KDO encourages staff and stakeholders to report any concerns promptly. Reports can be made confidentially and can be done in person, in writing, or electronically. The following steps outline how to report concerns:

Informal Reporting: If you feel comfortable, you may speak directly to your supervisor, manager, or designated Whistleblowing Officer about the concern.

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Formal Reporting: For more serious concerns or if you are uncomfortable reporting informally, concerns can be raised using the formal channels.

Whistleblowing Officer: A designated individual in the organization responsible for handling whistleblowing reports.

Hotline or Online Platform: KDO may provide an anonymous whistleblowing hotline or secure online platform to report concerns.

All reports will be treated confidentially, and where appropriate, anonymous reports will also be considered.

6. Protection of Whistleblowers

KDO is committed to protecting individuals who report concerns in good faith. Retaliation, victimization, or any form of adverse treatment towards whistleblowers is strictly prohibited. Anyone found retaliating against a whistleblower will face disciplinary action, including possible termination of employment.

Protection Measures include:

Confidentiality: The identity of the whistleblower will be kept confidential to the extent possible, with information being shared only on a need-to-know basis during the investigation.

Non-Retaliation: Whistleblowers will not face retaliation or negative consequences for reporting in good faith, even if their concerns are not substantiated.

Support: Whistleblowers will have access to support, including counseling services, to address any stress or anxiety caused by the process.

7. Handling and Investigating Whistleblowing Reports

All whistleblowing reports will be investigated thoroughly, fairly, and promptly. The steps for handling concerns are as follows:

Acknowledgment: KDO will acknowledge the receipt of the report within a reasonable timeframe.

Initial Review: A preliminary assessment will be conducted to determine if further investigation is warranted.

Investigation: If a concern is found to be valid, a thorough investigation will be conducted by an impartial and trained investigator. This investigation may involve interviews, document reviews, and collection of other evidence.

Resolution: After the investigation, KDO will take appropriate action, which may include corrective measures, training, policy adjustments, or legal action if necessary.

Outcome: Whistleblowers will be informed of the outcome of the investigation, subject to legal and confidentiality constraints.

8. Reporting Channels

KDO offers various channels for reporting concerns:

Whistleblowing Officer Contact: The contact details for the designated whistleblowing officer will be available to all staff and stakeholders.

Whistleblowing Hotline: An anonymous hotline or email system will be set up for individuals to report concerns securely and without fear of exposure.

External Reporting: If whistleblowers are not comfortable reporting concerns internally, they may also report issues to external regulatory bodies, law enforcement, or donor agencies.

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9. Types of Reports Covered

This policy covers all concerns regarding unethical, illegal, or harmful activities such as:

Financial Mismanagement: Fraud, corruption, misallocation of funds, embezzlement, or financial misreporting.

Child Protection Violations: Any form of abuse, exploitation, or neglect of children involved in KDO's programs.

Safeguarding Violations: Any form of abuse or harm towards vulnerable adults or other vulnerable groups (e.g., elderly, disabled individuals).

Sexual Harassment: Any form of sexual harassment, exploitation, or discrimination.

Health and Safety Violations: Unsafe working environments, failure to comply with health regulations, etc.

Violation of KDO's Policies: Breaches of KDO's code of conduct, safeguarding policies, and other operational procedures.

10. Training and Awareness

To ensure that all staff, volunteers, and stakeholders are aware of this policy, KDO will provide regular training sessions on whistleblowing procedures. This will include:

An overview of the whistleblowing process

The importance of reporting concerns

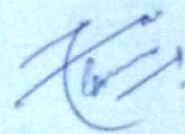
How to report concerns confidentially

Protection against retaliation

11. Monitoring and Review

The Whistleblowing Policy will be reviewed annually to ensure that it remains effective and aligned with KDO's operational goals and legal requirements. Feedback from whistleblowers and those involved in investigations will be considered during the review process.

KDO is committed to fostering a culture of integrity, transparency, and accountability. Whistleblowing plays an essential role in safeguarding the organization's values and operations. By encouraging individuals to report concerns, KDO can take proactive steps to address issues, prevent wrongdoing, and ensure the safety and well-being of its staff, volunteers, and beneficiaries.



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