

Whistle blowing policy

Effective 01 Apr 2014



New Delhi

1. Introduction

The CBRF whistle-blowing system aims to reinforce the organisation's commitment to its policies, values, attitudes and behaviours. The system provides an alternative channel to other reporting systems to learn of serious problems so that they can be resolved quickly.

2. Policy

This policy applies to all staff / Resource Persons / Board members of CBRF and those of partner organizations who are in a long-term (over one year) relationship with CBRF.

The policy covers the responsibility to report wrongful acts committed by staff of CBRF and those of partner organizations, so also of Board members of these organizations. Wrongful acts in this sense are described as: Financial and procedural malpractice including those relating to mismanagement, misappropriation of funds, actual or suspected fraud or abuse of authority.

Under this policy, it will be a disciplinary matter if a genuine whistleblower were to be victimized. While the policy does not specifically cover ex-employees or ex-Board members of the organisation, reports received from ex-employees and/ or ex-Board members will be considered for investigation. Members of staff and Board members are however encouraged to report any wrongful act whilst still in the employment of the organisation.

3. Reporting responsibility

It is an obligation for all CBRF staff / Board members to report wrongful acts or suspected wrongful acts in accordance with this Whistle-Blowing policy. Members of staff / Board members of partner organisations are also required to report such acts committed by CBRF staff/ Resource Persons/ Board members or their own staff / management in the execution of their partnership agreements. Reports can be made as follows:

Any employee/ Resource Persons/ Board member of CBRF or that of a partner organisation who observes any improper practice or wrongful conduct on the part of a member of staff/ Resource Persons/ Board member of CBRF or of a partner organisation should report such observations to the Executive Director. Where the alleged wrongdoing relates to the conduct of the Executive Director, the case should be reported to the Chairperson or the Secretary of CBRF. Where the alleged wrongdoing relates to the Chairperson or the Secretary of CBRF, the conduct of the Chairperson or the Secretary of CBRF should be reported to any other existing Board member.

Any personal interest should be made known when first raising concerns.

4. Confidentiality

Cases may be reported on a confidential basis to any of the following:

1. whistleblowingED@cbrf.org which will be monitored by the Executive Director. He can also be contacted on 080 25497388/ 9481782628
2. whistleblowingPRES@cbrf.org which will be monitored by the President. He can also be contacted on 080 25497388/ 9481782628.
3. whistleblowingSEC@cbrf.org which will be monitored by the Secretary. He can also be contacted on 080 25497388/ 9481782628.
4. whistleblowingMEM@cbrf.org which will be monitored by a Board member nominated by the Board. He/ She can also be contacted on 080 25497388/ 9481782628.

The confidentiality of the reports will be kept to the extent possible, consistent with the need to conduct an adequate investigation.



5. Handling of reported cases

The Executive Director/ Chairperson/ Secretary/ Board Member will acknowledge receipt of the report within seven business days. All reports should be properly investigated by a Committee set up by management or an internal auditor where applicable. Upon investigation, management should take the appropriate corrective action warranted by the outcome of the investigation.

The Board, the Head of Finance and Admin Department or the Head of the Programme Department, as required, should be notified of the outcome of an investigation and corrective actions should be suggested. There may be occasions when external bodies such as donors will be notified of the outcome of an investigation. The Whistle-blower would also be notified of the outcome of an investigation whenever it is possible to do so. On an annual basis, issues raised through whistle-blowing will be tracked and reported to the Board.

6. False Allegations

Any allegation which proves to have been maliciously or knowingly false will be viewed as a serious disciplinary offence and will be handles as per norms outlined in the HR Manual.

7. Notification

The Executive Director of CBRF should also ensure that long-term partners are made aware of their responsibility to report any wrongful conduct of CBRF staff / resource persons / Board members/ their own staff in the execution of a partnership agreement.

All departmental heads and in particular human resource managers are required to notify and communicate the existence and contents of this policy to the employees of their department, to all employees of Partner NGOs and to all new employees.

