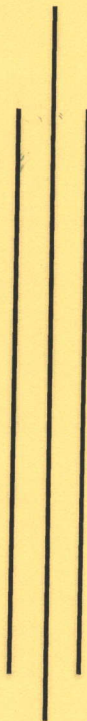


**Social Organization District Coordination Committee Parsa**

**Head Office: Birgunj Metropolitan-14**



**Whistle Blowing Policy**

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# Social Organization District Coordination Committee Parsa

Head Office: Birgunj Metropolitan-14

## Whistle Blowing Policy 2077

### Preface:

Since financial transparency is essential to maintain the credibility of the work done by the social organizations, to make them people-oriented and to maintain economic transparency, this social organization has been carrying out various social development works from different donors, government organizations since 2053 BS (1996 AD). In order to run its daily financial administration and programs activities smoothly, the Social Organization District Coordination Committee Parsa has formulated and implemented the Financial Rules, 2012 (including Second Amendment, 2019) as per prescribed objectives of the legislation of the Organization, 1996 AD (With First Amendment, 2002 AD) and by using the right conferred by Rule 13(a) and Chapter-7 of the Organization. Under the program implementation period, the SODCC Parsa has been onboarding so many staffs regarding different position for successfully implement the program activities. The organization has authority to hear report/complain of the staffs and others related to organization and any of others who related to the program. So it has been preparing "Whistle Blowing Policy 2077" to report any suspected or actual occurrence(s) of illegal, unethical behaviors and practices without any hesitations.

### Preliminary

#### 1.1 Short Title and Commencement:

- (A) The name of these policy is "Whistle Blowing Policy of SODCC Parsa 2077 BS " of Social Organization District Coordination Committee Parsa."
- (B) This policy will come into force by the date approved by the Executive Committee of the Social Organization District Coordinating Committee Parsa. Amendments to this policy may be made by the Executive Committee as required, but the amended provisions shall come into force from the date of approval by the Executive Committee.

#### 2.1 Definition:- Unless the content and context requires otherwise, in this policy:

- (A) "Legislation" refers to the Statute of the Social Organization District Coordinating Committee, Parsa, 1996 AD (with the First Amendment, 2012 AD).
- (B) "Organization" refers to the Social Organization District Coordinating Committee, Parsa.
- (C) "The Executive Committee" refers to the Executive Committee of the Social Organization District Coordinating Committee, Parsa.



Whistle Blowing Policy 2077

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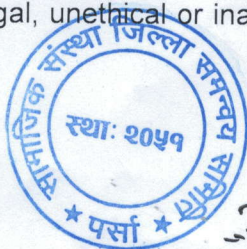
- (D) "President" refers to the President of the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (E) "Vice-President", "General Secretary" "Secretary" and "Treasurer" refer to the "Vice-President", "General Secretary" "Secretary" and "Treasurer" of the Executive Committee of the Social Organization District Coordinating Committee Parsa.
- (F) "Member of the Committee" refers to the member of the Executive committee of the Social Organization District Coordinating Committee Parsa.
- (G) "Budget" refers to the estimated details of income and expenditure of the Social Organization District Coordinating Committee within a fiscal year.
- (H) "Contract" means the act of allowing or taking someone to do any work in accordance with these policy.
- (I) "Employee" means a person working under the organizational Resources and Project of the Social Organization District Coordinating Committee.
- (J) "Office" refers to the various administrative units and all the subordinate offices set up by the organization to run its various programs.
- (K) "Program" refers to any type of service or program that is operated on a large scale for a specific goal, purpose and other purposes.
- (L) "Project" refers to a periodic project to be carried out in a certain place for a specific period and purpose to achieve the objectives of the project itself or the goals of the program.
- (M) "Focal Person Responsible for the Program" refers to the person appointed by the executive committee for various responsibilities.
- (N) "Illegal" The work who is not allowed by the government act and legislation of the organization.
- (O) "Whistle Blowing" Ethics and responsibility of board members, staffs and volunteers to report any suspected and actual cases.

### **3.1 Right to Interpret the policy:**

- (A) If any question/dispute arises regarding the meaning of these policy, the legal advisor shall be required to explain as required, but for its decision, it shall be submitted to the President on the recommendation of the Secretary General and Treasurer,.
- (B) The final authority to interpret this policy shall be vested in the Executive Committee of the Social Organization District Coordinating Committee Parsa but in case of inconsistency with the prevailing law of Nepal, the provisions of the law shall prevail.

### **4.1 Introduction:**

This policy is intended to encourage Board members, staffs (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.



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1. The Whistleblower should promptly report the suspected or actual event to lead safeguarding officer/ program focal person or immediate supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Executive Board committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board members and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board members or employee status.
7. Crimes against person or property, such as assault, rape, robbery/ burglary, etc., should immediately be reported to local law enforcement personnel or legal authorities for investigation and justice.
8. Lead Safeguard officer, program focal person, executive officer, Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within seven days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena

## 5. Reporting Responsibility

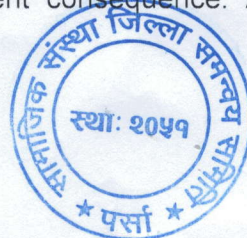
It is the responsibility of all board members, officers and employees to comply with the Code and to report violations or suspected violations and illegal works in accordance with this Whistleblower Policy.

### 5.1 Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates

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against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

## **5.2 Reporting Violations**

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's Lead safeguarding officer/ focal person/supervisor are in the best position to address an area of concern. However, if you are not comfortable speaking with appointed persons or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the board members or executive director or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's safeguarding Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the president of the Organization directly.

## **5.3 Lead Safeguarding Officer**

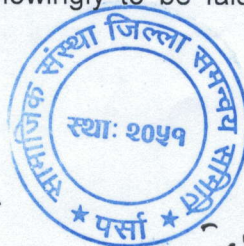
The Organization's Lead Safeguarding Officer is responsible for investigating and resolving all reported complaints/ cases and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the board committee. The lead safeguarding Officer has direct access to committee of the board of directors and is required to report to the executive committee at least annually on case/complaint activity.

## **5.4 Complaint Hearing committee Matters**

The Complaint Hearing committee and board members shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or response. The lead safeguarding Officer shall immediately notify the complaint hearing committee of any such complaint/case and work with the committee until the matter is resolved.

## **5.5 Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.



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## 5.6 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## 5.7 Handling of Reported Violations

The lead safeguarding Officer will notify the sender/victims and acknowledge receipt of the reported violation or suspected violation within Seven days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. All information will keep into the organizational data management system it could be share to government authorities for external investigation or need to share with judicial institutions.

End



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