

MODERN BABY NURSERY SCHOOL SAMITI

WHISTLE BLOWER
POLICY

2024

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Whistleblower Policy for Modern Baby Nursery School Samiti, Jana Bazar, Ayodhya

Purpose:

The purpose of this Whistleblower Policy is to provide a framework for employees, volunteers, parents, and other stakeholders of Modern Baby Nursery School Samiti to report concerns about unethical behavior, misconduct, or violations of laws or policies without fear of retaliation. The policy encourages transparency, integrity, and accountability within the organization.

1. Scope:

This policy applies to all employees, volunteers, parents, contractors, students, and other stakeholders associated with Modern Baby Nursery School Samiti, regardless of their position or level within the organization.

2. Policy Statement:

Modern Baby Nursery School Samiti is committed to the highest standards of ethical conduct, integrity, and accountability. The organization encourages everyone to report concerns regarding unethical or illegal activities. Retaliation against anyone who makes a report in good faith is strictly prohibited and will result in disciplinary action.

3. Definition of Whistleblowing:

Whistleblowing is the act of reporting information by an individual about suspected wrongdoing, unethical behavior, misconduct, or illegal activity within the organization. This may include, but is not limited to:

Fraud: Any act of deception intended for personal or financial gain, including embezzlement, theft, or misuse of funds.

Corruption: Offering, giving, receiving, or soliciting anything of value to influence the actions of an official or employee.

Unethical Behavior: Violations of the organization's code of conduct, including discrimination, harassment, abuse, or other forms of misconduct.

Health and Safety Violations: Actions that pose a risk to the health and safety of staff, students, or visitors.



Violation of Laws or Regulations: Any action that breaches local, state, or national laws or regulations.

4. Reporting Mechanism:

4.1 Whistleblower Officer :

A designated Whistleblower Officer (WBO) will be appointed to handle all whistleblower reports. This officer will be responsible for receiving, investigating, and addressing reports in a fair and confidential manner.

4.2 How to Report:

Reports can be made verbally or in writing to the Whistleblower Officer. Written reports should provide as much detail as possible, including the nature of the concern, relevant dates, involved parties, and any evidence supporting the concern.

Reports can also be submitted anonymously, although anonymity may limit the investigation process.

4.3 Confidentiality:

All reports will be treated confidentially to the extent possible while allowing for a thorough investigation.

The identity of the whistleblower will be kept confidential unless disclosure is required by law or necessary to carry out a fair investigation.

5. Investigation Process:

5.1 Preliminary Assessment:

Upon receiving a report, the Whistleblower Officer will conduct a preliminary assessment to determine if the concern falls within the scope of the policy and warrants further investigation.

If it is determined that the report is not frivolous or malicious, a formal investigation will be initiated.

5.2 Formal Investigation:

The Whistleblower Officer will investigate the report in a fair, unbiased, and timely manner, respecting the rights of all parties involved.

The investigation may involve interviewing the whistleblower, the accused, witnesses, and reviewing relevant documents or evidence.



5.3 Findings and Actions:

The Whistleblower Officer will prepare a report with findings and recommendations within 30 days of receiving the report.

If misconduct or wrongdoing is confirmed, appropriate corrective action will be taken, which may include disciplinary measures, changes in policies, or legal action.

6. Protection Against Retaliation:

The organization strictly prohibits any form of retaliation against whistleblowers who report concerns in good faith.

Retaliation includes any adverse action, such as dismissal, demotion, harassment, or discrimination, taken against a whistleblower for raising a concern.

Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

7. False or Malicious Allegations:

Any individual who knowingly makes a false or malicious allegation will be subject to disciplinary action.

This policy is not intended to provide protection for individuals who intentionally make false claims or abuse the whistleblowing process.

8. Awareness and Training:

All employees, volunteers, and stakeholders will be informed of the Whistleblower Policy and trained on their rights and responsibilities under this policy.

Regular awareness programs will be conducted to promote a culture of transparency and ethical behavior.

9. Record Keeping:

All reports and investigations will be documented and retained securely by the Whistleblower Officer.

Records will be kept confidential and will only be accessible to authorized personnel involved in the investigation.

10. Review and Amendment:



This policy will be reviewed annually by the Governing Body to ensure its effectiveness and compliance with applicable laws and regulations.

Amendments may be made as necessary to address new challenges, risks, or changes in the law.

11. Grievance Redressal:

Any individual who believes that their concern has not been appropriately addressed may escalate the matter to the Governing Body or seek recourse through external authorities or legal channels if necessary.

