



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/18	

Whistle Blower Policy

Shri Brahma Samaj Seva Tust believes that good communication between staff and volunteers at all levels throughout the organization promotes better work practice. We seek to conduct itself honestly and with integrity at all times. However, we acknowledge that all organizations face the risk of their activities going wrong from time to time, or of unknowingly harboring malpractice. We believe we have a duty to take appropriate measures to identify such situations and attempt to remedy them. On this basis, staff and volunteers are encouraged to raise genuine concerns about malpractice in the workplace without fear of reprisal and BSST will protect them from victimization and dismissal.

BSST undertakes to act in accordance with prevailing state legislation on disclosure of malpractice in the workplace and to take steps to protect to its workers from detrimental treatment or dismissal if they raise concerns in good faith.

Authority for Whistle-blowing Policy

Overall authority for this policy sits with the Departmental Head of Human Resources.

All others have a specific responsibility to facilitate the operation of this policy and to ensure that staff and volunteers feel able to raise concerns, without fear of reprisals, in accordance with the procedure set down below. To facilitate this process, managers will be given training on the relevant legal and operational framework and best practice.

All staff and volunteers are responsible for the success of this policy and should ensure that they take steps to disclose any wrongdoing or malpractice of which they become aware.



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Scope

This policy applies to all Relief Aid employees and volunteers. The legal scope of the Public Interest Disclosure Act, on which this policy is based, covers UK staff.

Relief Aid has introduced these procedures to enable employees and volunteers to raise or disclose concerns about malpractice in the workplace at an early stage and in the right way, and they apply in all cases where there are genuine concerns, regardless of where this may be and whether the information involved is confidential or not.

The term 'malpractice' includes but is not exhaustive of:

- Criminal offences;
- Breaches of legal obligations (including negligence, breach of contract, breach of administrative law);
- Miscarriages of justice;
- Health and safety;
- Damage to the environment;
- The concealment of any of the above.

If an individual raises a genuine concern and is acting in good faith, even if it is later discovered that they are mistaken, under this policy they will not be at risk of losing their job or suffering any form of retribution as a result. This assurance will not be extended to an individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice.

Procedure for Raising a Concern

If you believe that the actions of anyone (or a group of people) working or volunteering for BSST do or could constitute malpractice you should raise the matter with your line manager. Where this is not appropriate because the line manager is involved in the alleged malpractice in some way, you may raise your concern verbally or in writing and should include full details and, if possible, supporting evidence. You must state that you are using the Whistle-blowing Policy and specify whether you wish your identity to be kept confidential.



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Under exceptional circumstances where it would be inappropriate to Departmental Head of HR, reach our chief functionary Mr. Naresh Dave (President).

Confidentiality

Every effort will be made to keep your identity confidential, at least until any formal investigation is under way. In order not to jeopardize the investigation into the alleged malpractice, you will also be expected to keep the fact that you have raised a concern, the nature of the concern and the identity of those involved confidential.

There may be circumstances in which, because of the nature of the investigation or disclosure, it will be necessary to disclose your identity. This may occur in connection with associated disciplinary or legal investigations or proceedings. If in our view such circumstances exist, we will make efforts to inform you that your identity is likely to be disclosed. If it is necessary for you to participate in an investigation, the fact that you made the original disclosure will, so far as is reasonably practicable, be kept confidential and all reasonable steps will be taken to protect you from any victimization or detriment as a result of having made a disclosure. It is possible, however, that your role as the whistleblower could still become apparent to third parties during the course of an investigation.

Note: You are requested to go through standard operating procedure designed to handle such incident.