

COAST Foundation.

Whistle Blowing Policy: Revised June, 2022.

1. Objectives

- a. To build a good organization and this responsibility is not only down to the management or individual but also everyone, e.g. staff volunteers, vendors and program-participants.
- b. To develop employees with good ethics.
- c. The organization is not only responsible to uphold everyone's rights but also the employee.
- d. The employee should not be individualistic rather pluralistic and will always believe in the principle, "Do the wellbeing for everybody, this will also bring wellbeing for you."

2. Methodology for preparation:

The policy has been prepared taking participation through representation of all level staff

3. This principle is applicable to all offices and groups.

4. This policy shall only be applicable at the time when any incident happens or would be happened. Any whistle blowing statement shall not be accepted or responded if any employee says it after leaving the organization or says it in other offices.

5. This policy shall also be applicable to all in the office even if the whistle blower might not have working relation with the person.

6. If it is found any employee doing the following things or about to do any suspicious things then the whistle blower shall inform directly to the Director-Admin. &SR, the Joint Director-GT & CR, the Deputy Executive Director or the Executive Director using any suitable channel

- a. If an employee does anything or about to do any suspicious activity that is against the organizational policy or hampers the organizational status or violate the zero-tolerance policy and perform anti-state and anti-social activity as well.
- b. If an employee visits to other colleagues or stakeholders home regularly or engages in private or unethical relationship or builds extra-marital affairs or does any immoral activity.
- c. Does activity against the organizational policy.
- d. Does damage to office property or embezzlement of property.

7. If it is proved, an employee/ employee who was/were with the same employee/ group/office and did not blow the whistle on the above-mentioned issues, the management shall consider, he/she/they knew but did not perform their duty. Disciplinary action will be taken for all in this regard.

8. Duties and responsibilities of staff/volunteers

- a. All staff/volunteers must read this policy, they should have clear understanding on this. They have to abide by this.
- b. Management action can be taken against those who violate this.

9. Scope:

The policy will be applicable for all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, program-participants.

10. Protection and confidentiality

- a. Here it is noted that the organization shall ensure full protection of the complainant. By no means the name of the complainant shall be disclosed but could do it only taking the approval from the complainant. While discuss, never squeeze the complainant in a way that pretend to defame or harass him/her.



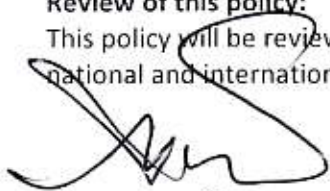
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Executive Director
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Dr. Tofail Ahmed
Chairperson
COAST Foundation



- b. If any complaint is proved false, fabricated or intentionally registered then administrative action shall be taken against the complainant under the HR Policy Manual, 2019.
- c. If the complainant encounter any professional, personal or any other loss for submitting a complaint, according to the Complaint and Response Mechanism (CRM) policy, s/he too could inform or write the matter to the Executive Director or Executive Board for a remedy.
- d. After leaving this organization, if a staff feels s/he has been a victim professionally or otherwise for submitting a complaint related to Sexual Exploitation and Abuse (SEA), according to Complaint and Response Mechanism (CRM) policy, s/he too could inform or write the matter to the Executive Director or Executive Board for a remedy. But it must be done before his/her settlement of final payment. If the person is a program participant, member or stakeholder, s/he should do it within 15 days of his/her victimization.
11. **Approved by Executive Committee (EC), effective date, monitoring and reporting**
The review of this policy has been approved unanimously in the 115th EC meeting held on 24 June, 2022 and be effective in no delay. Director-Admin. & SR will monitor and report the implementation progress of this policy in the organization.
12. **Orientation**
The policy will be oriented to the staff/volunteers and program-participants.
13. **Review of this policy:**
This policy will be reviewed before or in June, 2025 with the significant changes made in the national and international laws, policies, human rights declaration.



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Executive Director/Member-Secretary
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