



Zabarang Kalyan Samity Policy Cover Sheet

Policy Name:	Whistle blowing Policy
Policy Number:	09
Date of First Approval:	14 June 2019
Date of First Amendment:	N/A
Last Review date:	N/A
Reviewed with Change:	No
Expiry date:	30 June 2026 Ref: EC meeting /27 July 2024

Primary person responsible for updates to this policy:	Mathura Bikash Tripura
Job title:	Executive Director

Circulation: This policy has been approved by the executive committee members and is available to staff and general committee members. It is addressed to all staff members, volunteers and applies at any organizational services.

Reviewed by:

Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity

Date: 27 July 2024

Approved by:

S Ananta Bikash Tripura
Chairperson
Zabarang Kalyan Samity

Date: 27 July 2024

Whistle Blowing Policy



Zabarang Kalyan Samity

Khagrapur, Khagrachhari sadar
Khagrachhari- 4400, Bangladesh

Pn: +88 0371 61708, 62006

Email: info@zabarangbd.org

Web: www.zabarangbd.org


Matwura Bikash Tripura
Executive Director
Zabarang Kalyan Samity


Chairperson
Zabarang Kalyan Samity

Zabarang Whistle blowing Policy

Whistle blower:

Zabarang management will assign one or more staff to be a whistle blower to report management certain types of wrongdoing. This will usually be something that have seen at work - though not always. When the wrongdoing disclosed must be in the public interest. This means it must affect others, eg. the general public.

The assigned staff whistleblower is protected by law. S/he shouldn't be treated unfairly or lose her/his job because s/he 'blow the whistle'.

The whistle blower can raise her/his concern at any time about an incident that happened in the past, is happening now, or the blower believes will happen in the near future.

Complaints that count as whistleblowing

You're protected by law if you report any of the following:

- ☐ a criminal offence, eg fraud;
- ☐ someone's health and safety is in danger;
- ☐ risk or actual damage to the office asset;
- ☐ unexpected political comments on social media or at work;
- ☐ you believe someone is covering up wrongdoing

Complaints that don't count as whistleblowing

Personal grievances (eg bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.

Making claim confidentially

Any staff can claim for any wrongdoing to the whistle blower. To protect themselves the staff has right to tell their employer or a prescribed person anonymously. They only need to provide sufficient information they need.

When a staff give her/his name with request confidentiality - the blower or body should make every effort to protect staff's identity who has claimed.

In case the concern issue has been reported to the media, the whistleblowing policy will no more work.


Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity


Chairperson
Zabarang Kalyan Samity

Responsibilities of the employer or a prescribed person

The organization or the prescribed person will listen to staff's concern and decide if any action is needed. The staff may be asked for further information.

The staff must say straight away. The staff may raise concern if s/he does not want anyone else to know it. But how the concern is dealt with is the matter of management only.

The organization or the prescribed person can keep the staff informed about the action has been taken, but organization can't give the staff much detail if they have to keep the confidence of other people.

If you're not satisfied with how your employer dealt with your concern

A staff can go to someone else ie. to a senior staff member or an executive board member if s/he believes her/his concern was not taken seriously or the wrongdoing is still going on.

If you're treated unfairly after whistle blowing

You can take a case to the executive board if you've been treated unfairly because you've blown the whistle. If you reported your concern anonymously, you may find it harder to argue that your unfair treatment was as a result of your whistle blowing. You must raise any claim of unfair dismissal within 3 months of your employment ending.


Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity


Chairperson
Zabarang Kalyan Samity