

Sutara Learning Foundation

Whistleblowing Policy

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1. Introduction

Sutara is committed to **transparency, accountability, and integrity** in all its operations. This **Whistleblowing Policy Provides** a clear mechanism for employees, volunteers, and stakeholders to **confidentially report concerns about misconduct, unethical behavior, or violations of Sutara’s policies**.

Whistleblowing plays a critical role in safeguarding the organization against **fraud, corruption, abuse, harassment, discrimination, financial mismanagement, or any other form of malpractice**. Sutara encourages a culture of **open communication and non-retaliation**, ensuring that whistleblowers are **protected and supported**.

2. Purpose

This policy aims to:

- Provide a **safe and confidential channel** for reporting concerns.
- Ensure that concerns are **investigated fairly and impartially**.
- Protect whistleblowers from **retaliation, discrimination, or victimization**.
- Promote a culture of **integrity, transparency, and ethical behavior** at all levels of the organization.



3. Scope

This policy applies to:

- **All Sutara employees** (permanent, temporary, and interns).
- **All volunteers** (including community, youth, and corporate volunteers).
- **Trustees and board members.**
- **Consultants, contractors, and partner organizations** working with Sutara.
- **Beneficiaries, donors, and other stakeholders** with relevant concerns.

Whistleblowing concerns may arise in relation to:

- ✓ **Fraud, corruption, or financial misconduct.**
- ✓ **Misuse of organizational resources or funds.**
- ✓ **Abuse, harassment, bullying, or discrimination.**
- ✓ **Sexual exploitation, abuse, or misconduct.**
- ✓ **Violation of Safeguarding or Child Protection policies.**
- ✓ **Health and safety violations that endanger lives.**
- ✓ **Breach of organizational policies or legal obligations.**
- ✓ **Conflict of interest or unethical conduct.**

4. Reporting a Concern

4.1. How to Report

Individuals can report concerns through any of the following channels:

- 1. Direct Reporting to Line Managers or HR:**
 - If safe and appropriate, individuals are encouraged to **first raise concerns internally** with their supervisor or HR representative.
- 2. Whistleblowing Email:**
 - Concerns can be reported via email to:
[✉ whistleblowing@sutara.org](mailto:whistleblowing@sutara.org)
- 3. External Authorities (if necessary):**
 - If internal reporting does not result in appropriate action, individuals may escalate concerns to relevant **legal or regulatory bodies.**

4.2. What to Include in a Report

When making a report, whistleblowers should **provide as much detail as possible**, including:

- ✓ **Description of the concern** (what happened, when, and where).
- ✓ **Names of individuals involved** (if known).



- ✓ **Any supporting evidence** (documents, emails, photos).
- ✓ **Whether the concern has been previously reported.**

Whistleblowers **do not need to provide proof** but should report in good faith with **reasonable belief** in the validity of their concern.

5. Investigation Process

5.1. Initial Assessment

- Upon receiving a report, Sutara's **Whistleblowing Committee** (or designated officer) will conduct a **preliminary review** to determine the credibility of the concern.
- If required, an **independent investigation team** will be assigned.

5.2. Investigation Procedures

1. **Fact-finding:**
 - Collect relevant evidence and witness statements.
2. **Interviews:**
 - Conduct interviews with involved parties while ensuring confidentiality.
3. **Analysis & Findings:**
 - Evaluate the evidence and determine if misconduct has occurred.
4. **Outcome & Action:**
 - Take appropriate action, including **disciplinary measures, legal proceedings, or policy improvements.**

Whistleblowers will be **informed of the outcome** (subject to confidentiality limits).

6. Protection for Whistleblowers

6.1. No Retaliation

Sutara strictly prohibits **any form of retaliation** against whistleblowers. This includes:

- ✗ **Termination, demotion, or loss of benefits.**
- ✗ **Harassment, intimidation, or discrimination.**
- ✗ **Threats or coercion to withdraw complaints.**

Any person found retaliating against a whistleblower will face **disciplinary action**, including termination or legal consequences.

6.2. Confidentiality

- All reports will be handled with **strict confidentiality.**



- Identities of whistleblowers will **not be disclosed** without consent.
 - Anonymous reports will still be **taken seriously and investigated**.
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7. False or Malicious Reports




Sutara encourages **good faith reporting**. However, **knowingly making false, malicious, or defamatory allegations** may lead to disciplinary action.

8. Awareness and Training

- All Sutara employees and volunteers will receive **whistleblowing awareness training**.
 - Information on **how to report concerns** will be widely **shared across offices and digital platforms**.
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9. Policy Enforcement and Review

- This policy is **legally binding** and enforced at all levels of Sutara.
- The **Whistleblowing Committee** will **review this policy every three years** to ensure its effectiveness.

 **Last Updated:** March 2024
 **Next Review:** February 2027
 **Policy Owner:** Managing Director

10. Key Takeaways

- ✓ **Whistleblowing is a protected right** – report without fear.
- ✓ **Multiple safe reporting channels** are available.
- ✓ **All reports are confidential** and will be investigated fairly.
- ✓ **No retaliation will be tolerated** against whistleblowers.
- ✓ **Sutara is committed to ethical and transparent operations.**