



Whistleblower Protection Policy

1.0 Introduction:

PKSF is committed to maintaining the highest possible standards and ethical values in all of its services. To this end, it encourages freedom of speech of its employees. If there is something extremely wrong within PKSF, the employees are first to know it. 'Whistleblowing' is a positive act that can make a valuable contribution to PKSF's efficiency and long-term success. It is not regarded as disloyalty to colleagues or to PKSF to convey messages about any policy/action to appropriate authorities in an approved manner.

2.0 Definition:

'Whistleblowing' means reporting by the employees about suspected misconducts, illegal acts or failures to act within the organization (www.nationalarchives.gov.uk).

3.0 Purpose of the Policy:

The purpose of this Policy is to ensure that the employees of PKSF or of other organizations related to PKSF can raise their concerns about possible misconducts within PKSF without fears of ill-treatment, discrimination, denial or removal. The Policy is expected to inspire and empower the employees of PKSF to raise concerns about a misconduct within PKSF rather than overlooking it or revealing it outside PKSF.

4.0 Scope of this Policy:

This Policy applies to all:

- Employees of PKSF
- Employees of Partner Organizations (POs) of PKSF

5.0 Whistleblowing Situations:

Any concern about the service delivery or the conduct of PKSF officials which is related to:

- Unauthorized use of PKSF's funds or other assets of PKSF
- Possible fraud and corruption
- Neglect with the employees/committee members of POs or power abuse with the POs by the employees of PKSF
- Other misconducts mentioned in the PKSF Service Rules 2014

6.0 Protection of the Whistleblower:

6.1 PKSF will not accept any maltreatment or harassment (including informal pressures) of a whistleblower. Any harassment or maltreatment of a whistleblower will be treated as misconduct. It will be dealt with under the disciplinary rules and procedure of PKSF Service Rules 2014.

6.2 The whistleblower will be given full support from the appropriate authority and her/his concerns will be taken seriously.



6.3 Secrecy of the Whistleblower:

The allegation or the concern of the whistleblower will be handled confidentially and her/his identity will be secured. If the appropriate authority initiates disciplinary or other procedures against the allegation, it may require active involvement of the whistleblower. The whistleblower will be asked to give evidence or be a witness. In that case, s/he will be provided required assistance.

6.4 Unsigned Allegation:

The whistleblower should put her/his name on the accusation.

6.5 Fallacious Allegation:

6.5.1 The whistleblower can initiate an accusation in good intention and it should have a reasonable basis to believe it to be true. If later it is not confirmed by the enquiry, s/he will not be harassed or ill-treated.

6.5.2 The whistleblower cannot raise an allegation lightly, meanly or for personal advantage. In that case, it will be treated as misconduct and appropriate disciplinary actions shall be taken under the disciplinary rules and procedure of PKSF Service Rules 2014.

7.0 Procedures of Raising an Allegation:

7.1 An official of PKSF can raise her/his allegation in person or in writing to the Managing Director of PKSF. At the time of raising a concern, the background and history of the concern along with reasonable basis to believe it to be true should be provided.

7.2 If, exceptionally, the concern is about the Managing Director of PKSF, it should be raised to the Chairman of PKSF who will decide how the investigation will proceed.

8.0 Response to an Allegation:

8.1 PKSF will respond to an allegation as quickly as possible. The initial enquiry will be carried out by the Human Resources Cell of PKSF. If in the initial enquiry the allegation appears to have merit, disciplinary procedures will be initiated as per PKSF Service Rules 2014.

8.2 The investigation shall be carried out under strict confidentiality, i.e. not informing the subject of the complaint until and unless it becomes absolutely necessary.