

ANNEXURE 3: Whistle-Blower Policy

If any employee reasonably believes that some policy, practice, or activity of SAATHII is in violation of law, a written complaint may be filed by that employee with the Management Committee (mc@saathii.org). If the said violation is caused by a Member of the Management Committee, the written complaint may be filed with the Board of Trustees.

SAATHII intends to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance, as well as compliance with its internal policies. The support of all employees is necessary to achieving compliance with various laws and regulations including its own policies. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SAATHII and provides SAATHII with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

SAATHII will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of SAATHII, or of another individual or entity with whom SAATHII has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy, or SAATHII policy concerning conflict of interest, corruption or other unethical practice.

SAATHII will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of SAATHII that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment, or SAATHII policy concerning conflict of interest, corruption or other unethical practice.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

For Partner Organizations: SAATHII's whistle-blower policy extends to employees of organizations that are partners or sub-grantees of SAATHII. SAATHII will not retaliate against such a partner staff member who, in good faith, has made a protest or raised a complaint against some practice of SAATHII, or of another individual or entity with whom SAATHII has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

SAATHII will not retaliate against a partner staff who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of SAATHII that they reasonably believe is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation

of a clear mandate, public policy concerning the health, safety, welfare, or protection of the environment, or SAATHII policy concerning conflict of interest, corruption or other unethical practice