


SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY Jana Chaitanya Nilayam, Tangutur, Prakasam Dt., A.P. India		
Title: Whistleblower Protection Policy	Policy Number: WPP –01	
Approved by: The Governing Body of SARDS	Date of Effective: 22.09.2021.	
Executed by: R. Suneel Kumar, Executive Secretary	To be circulated to all the Board members staff, consultants, Vendors, Volunteers, visitors, CBOs and other related personnel of SARDS for strict Adherence	

Purpose :

SARDS requires directors, officers and employees to observe high standards of professionalism and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the SARDS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that SARDS can address and correct inappropriate conduct and actions. Any person can act as whistle blower and can shares his/her knowledge on wrong doings which he/she thinks happening in the organization. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of code of Conduct/ethics of SARDS or suspected violations of law and regulations that govern the operations of SARDS

No Retaliation

It is contrary to the values of SARDS for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SARDS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

SARDS has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or not satisfied with Project Managers/Coordinators response, they were encouraged to speak with the Executive Secretary. Project Managers/ Coordinators are required to report complaints or concerns about suspected ethical and legal violations in writing to the Compliance officer of SARDS who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their Coordinator or the Project Director or the organization’s Compliance Officer.

Compliance Officer

The Compliance Officer of SARDS is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise Board of Directors of all complaints and their resolution and will report at least half yearly to the Treasurer of SARDS on activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Compliance officer of SARDS shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer of SARDS will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: The details of the Compliance officer of SARDS is herewith given below:

Name	Mr. Suneel kumar Ravi
Designation	Executive Secretary
Organization	Social Activities for Rural Development Society
Contact information	Mobile : 9912340222 Mail: sardsorg@gmail.com ;