

OFFICE ORDERSub.: Whistle-blower Policy

Whistle-blowing is a structured process, which encourages and facilitates Personnel to report without fear, through an appropriate forum, any wrongdoing, unethical or improper practice, which may adversely impact the reputation of the Organisation.

This Whistle-blower Policy is formulated to provide a framework to promote responsible and secure whistle-blowing within the Organisation. It provides guidance and a procedural framework to employees, directors, associates, consultants, other functionaries, beneficiaries, sponsors, donors, contractors, contractor's staff, vendors and/or any outside parties dealing with the Organisation wishing to raise a concern about irregularities and/or frauds and any other wrongful conduct within the Organisation without fear of reprisal, discrimination or adverse employment consequences. This policy is also intended to enable the Organisation to address such disclosures or complaints by taking appropriate action, including, but not limited to disciplinary action that could include terminating the employment and/or services of those responsible. The Organisation will not tolerate any retaliation against any Personnel for reporting in good faith, any enquiry or concern.

Without expecting any reward in return, the Personnel can blow the whistle i.e. report the matter to the Ethics Committee. Such a Personnel is known as a 'Whistle-blower' and the act of reporting is known as 'Whistle-blowing'.

Personnel should feel free to report matters of wrongdoing to the Ethics Committee without fear of any repercussion on themselves. The Committee and the Management assures that the confidentiality of the Whistle-blower is maintained at all times.

Ethics Committee Members:

- 1) Chairperson, renowned external professional
- 2) Joint Secretary, BAIF
- 3) Executive Vice President, BAIF
- 4) Group Vice President - HR, BAIF
- 5) Vice President (Programmes) and Regional Director (North), BAIF
- 6) Head, Central Monitoring and Vigilance Cell, BAIF and also the Convener of the Ethics Committee

In case the complaint is about one of the members in the Board of Management then it shall be referred to the Executive Committee of Trustees (ECT) by the Chairperson of the Ethics Committee and President & Managing Trustee-BAIF. The Joint Secretary-BAIF shall also report the matters received by the Ethics Committee to the Finance Committee of Trustees.

The Whistle-blower Policy shall come into effect from April 1, 2019. This policy is applicable to the BAIF Group and shall be informed to all the staff in the states / divisions / head offices.



(Girish G. Sohani)
President & Managing Trustee