

the ant WHISTLE BLOWER POLICY

The following guidelines are being laid down to promote people within the organisation to keep the functioning of the ant at a very high ethical standard and shall be called the ant's Whistle Blower Policy.

1. Anybody within the ant is welcome to point out or bring to the notice of the Board of Trustees and others, any wrongdoing within the ant, which maybe against its Core Values as mentioned at various places, or against the law or against general ethical principles of truth, honesty, fair-play and justice.
2. Any act or policy that violates principles as given in the ant's Trust Deed or rules of the organisation, or the law of the land, whenever it comes to the notice of anyone within the ant or brought to the notice of anyone within the ant, s/he shall bring the wrongdoing to the notice of the Executive Director in writing. Where the complaint is made verbally, the ED must record the observation and take due course of action as explained in the succeeding paragraphs. However, if the act or policy that has been deemed to be against law/rules or ethics, has been made by the Executive Director, the same may be brought to the notice of the Managing Trustee or other members of the Trust.
3. The ED on receiving a complaint of this nature must reassure the complainant of her/his safety and take due course of action that may not reveal the identity of the complainant. However, in the interest of the investigation, if there is no other way but to reveal the identity of the complainant, the same must be informed to the complainant and a fresh choice must be made available to her/him to either reveal the identity or even withdraw the complaint if need be. The same process needs to be followed by the Managing Trustee in case the complaint involves the ED and by the BoT in case the complaint involves the Managing Trustee.
4. The complaint must be looked into within a week's time – or earlier if need be - and action taken based on the report. A report about the complaint, investigation and the action taken needs to be conveyed to the Chairperson of the Board of Trustees within a week of the same.
5. The name of the complainant and her/his complaint documents must be kept confidential at all times. If for some reason, the identity has been revealed inadvertently or due the process of investigation, all possible help must be provided to her/him keeping in mind her/his and her/his family's safety. If need be, the police may need to be informed.

6. If the nature of complaint necessitates that the complainant has to leave the job, the ant will provide extraordinary leave up to 2 months with full salary and allowances. In case the person making the complaint has to move out of the area, the ant will provide for money for transferring the person to another city/area and provide financial help to the tune of salary and allowances for upto 6 months, so that the person can rehabilitate to a new life and job.
7. This may be read out at least once a year in the meetings and pinned on the notice board at least once a year so that all employees in the ant are aware of the policy.