



# **SQFT Knowledge Services**

## WHISTLE BLOWER POLICY

### Document Revision History

<b>Version</b>	<b>Document No</b>	<b>Date</b>	<b>Brief summary of changes</b>	<b>Prepared By</b>	<b>Approved By</b>
<b>1.0</b>	SQFT/WBP/ POL/035	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/WBP/ POL/035	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/WBP/ POL/035	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/WBP/ POL/035	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/WBP/ POL/035	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
<b>1.0</b>	SQFT/WBP/ POL/035	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

**TABLE OF CONTENTS**

<b>1. PURPOSE .....</b>	<b>3</b>
<b>2. SCOPE .....</b>	<b>3</b>
<b>3. POLICY ELEMENTS .....</b>	<b>3</b>
<b>4. EXECUTIVE OWNER.....</b>	<b>4</b>
<b>5. ASSOCIATED DOCUMENT .....</b>	<b>4</b>
<b>6. DOCUMENT MAINTENANCE.....</b>	<b>5</b>

## 1. PURPOSE

Whistle blower policy helps and support all employees who in the best interest of the organization support bring to light the issues which are causing harm or will bring in high impact as a sum total.

## 2. SCOPE

This Policy is applicable to all employees to have a safe and secure environment for bringing out issues which needs attention at the highest level and priority.

## 3. POLICY ELEMENTS

SQFT KS is committed to operating in furtherance to its compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Partners, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to SQFT KS's business and does not relate to private acts of an individual not connected to the business of SQFT KS .

If an employee has a reasonable belief that an employee or SQFT KS has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to Operations Head. If the employee does not feel comfortable reporting the information to the Operations Head, he or she is expected to report the information to the Partner.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, SQFT KS will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

SQFT KS will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or

(c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

SQFT KS may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

[In addition, SQFT KS will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by SQFT KS or any of its employees of a violation of any applicable law or regulation.]

Supervisors will be trained on this policy and SQFT KS's prohibition against retaliation in accordance with this policy.

#### 4. EXECUTIVE OWNER

Chief Operating Officer will be the executive owner of the policy.

The policy and revisions shall be approved by the Chairperson of the Information Security Steering Committee.

IT TEAM shall be responsible for executing the system level policy mentioned in this document as well as the procedures and guidelines in related documents.

Users shall be responsible for scrupulously following the guidelines and securing their passwords.

Execution of the policy shall be monitored and reviewed by the Chief Operating Officer.

#### 5. ASSOCIATED DOCUMENT

Whistle Blower Procedure (SQFT/WBP/POL/035)

## 6. DOCUMENT MAINTENANCE

Partner shall be responsible for document control and any changes.

Updates shall be discussed in the ISPSC under the guidance of COO.

COO shall forward the document to Chairperson of the ISPSC for approval, after review.

of the manager

Disclosing to any unauthorized person any information in regard to the processes of the establishment

Failure to observe safety instructions notified by the employer or interference with the safety devices

Refusal to accept a charge sheet order or other communication served in accordance with the standing orders

Unauthorized possession of lethal weapon in the establishment. Not following the access procedure of bio-metric.

**End of Document**