



Saran Educational Trust (SET/ the Trust) Whistleblowing Policy

Objective

SET wishes to ensure effective checks and balances in its organization and operations ensuring that the Trust's and its schools' employees, officers and trustees adhere to internal and external rules and regulations and policies as well as upholding their objectives and ethical values.

The most likely conduit for bringing infringements and malpractices to the notice of a responsible official is for an employee to inform a responsible officer of a perceived offence or practice which could lead to pecuniary loss or reputational damage to the Trust. Amongst other things, this could involve dishonesty, fraud, breach of law, abuse of authority, contravention of policies/ covenants etc. It is quite common that such matters are known internally but not reported for fear of reprisal from superiors. This policy sets out a framework to encourage and even oblige people (referred to as "whistleblowers") to bring untoward matters to the attention of designated officer(s) in order to remedy the complaint and implement lasting changes and prevent recurrence of the shortcoming(s).

Policy

- It will be made clear to all employees that they are expected to report, confidentially if they wish, all untoward events and practices as outlined in the objectives stated above.
- The report can be conveyed personally, by email or by written letter.
- Anonymous complaints will not be entertained.
- Complaints may be lodged with the School Principal or a notified member of SET's Executive Committee (EC).
- A notice briefly outlining the procedure for registering complaints will be posted on the main notice board at each campus. It will also give the email addresses of the Principal and the nominated member of the EC.
- The complaint shall be received, heard and investigated sympathetically. However, it shall be made clear to the complainant that he/ she is expected to take responsibility for the complaint and willful false or frivolous complaints will attract disciplinary action.
- The complainant's identity shall be kept strictly confidential, unless he/ she authorizes disclosure.
- All senior staff, management and trustees undertake that the complainant shall not be discriminated against or his/ her future prejudiced in any way as a result of lodging the complaint.
- The complaint shall be investigated by the Principal or designated MC member. In more serious cases, a committee may be set up for the purpose by the Principal and MC member in consultation with each other.
- Every effort shall be made to conclude enquiries and to take disciplinary/ remedial action as soon as possible.