

BRAC INTERNATIONAL WHISTLEBLOWING POLICY AND PROCEDURE

(For BI Staff, Dhaka Office)



Policy statement

BRAC International is committed to upholding a safe workplace for all its employees, volunteers, partners, and program participants. This whistleblowing policy is considered a safety valve of BRAC International. This policy ensures that any kind of safeguarding breaches can be reported anonymously if necessary, with full protection to the complainant.



Scope of Policy

The purpose of this policy is to enable employees to report unethical or any other behavior that potentially breaches BRAC International's standards and policies based on anonymity and protection. The policy applies to all employees, including regular, contractual, project, service, trainee (including apprentices and interns), volunteers, temporary staff, and non-graded staff and programme participants of BRAC International.



Definition of whistleblowing

Whistleblowing is bringing to the organization's attention activities that may potentially be illegal, unethical, or in breach of BRAC International's policies, standards, code of conduct, and regulations. The following is a non-exhaustive list of incidents involving BRAC staff or participants and stakeholders that can be reported:

• Abuse	• Violence
• Neglect	• Fraudulent act
• Sexual harassment	• Damage to BRAC's assets or property
• Exploitation	• Bullying
• Intimidation	• Humiliation
• Discrimination	• Incidents that maybe damaging to BRAC's reputation



Reporting

Anyone inside or outside of BRAC International, can report a wrongdoing by using the following channels:

1. Inform immediate supervisor or second supervisor (if feel comfortable).
2. Send letters directly to Safeguarding Manager or Director, HRD, BI.
3. Call the helpline number: **01729071546** or **01729071546** (Bangladesh).
4. Use e-mail: **voice.international@brac.net**; **complaint.shrc@brac.net**; **hrd.gmt@brac.net**
5. On behalf of victim/survivor, someone can report the complaints.
6. Sensitivity and confidentiality will be maintained during the investigation process. Necessary steps shall immediately be taken to ensure safety and security of the complainant/victim.



Protection of Whistleblower

- No action will be taken against the complainant making a report through this channel or cooperating with the investigators.
- Highest level of confidentiality will be maintained.
- Unwarranted breach of confidentiality under this procedure may be subject to disciplinary action.
- Consent will be taken from the complainant if disclosing the individual's identity is necessary.
- Disciplinary proceedings may be initiated against anyone who threatens/harms the complainant.



Action for false complaint

Staff/ Program Participants should not act in bad faith or raise malicious, vexatious, or knowingly untrue concerns. Disciplinary action will be taken against the complainant if found the complaint was intended to cause harm to someone who is not guilty.