



## **Bangladesh Integrated Social Advancement Programme (BISAP)**

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## **Whistleblower Protection Policy of BISAP**

Bangladesh Integrated Social Advancement Programme requires Board Members, Directors, Programme Staff to observe high standards of performance and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Bangladesh Integrated Social Advancement Programme we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable Board Members, Directors, Programme Staff and others to raise serious concerns internally so that Bangladesh Integrated Social Advancement Programme can address and correct inappropriate conduct and actions. It is the responsibility of all Board Members, Directors, Programme Staff and Volunteers to report concerns suspected violations of law or regulations that govern Bangladesh Integrated Social Advancement Programme's operations.

### **No Retaliation**

It is contrary to the values of Bangladesh Integrated Social Advancement Programme } for anyone to retaliate against any Board Members, Directors, Programme Staff and Volunteers who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Bangladesh Integrated Social Advancement Programme An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

Bangladesh Integrated Social Advancement Programme has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Chairman of BISAP such as Executive Director, or a Board Member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Bangladesh Integrated Social Advancement Programme's [Compliance Officer] [or designated employee or Board Member], who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer [or other designated person].

## **Compliance Officer HR Department of**

The Bangladesh Integrated Social Advancement Programme's [Compliance Officer] is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the [Executive Director and/or the Chief Executive] of all complaints and their resolution and will report at least annually to the [Treasurer/Chair of the Finance Committee/Audit Committee] on compliance activity relating to accounting or alleged financial improprieties.

## **Accounting and Auditing Matters**

The Bangladesh Integrated Social Advancement Programme's [Compliance Officer] shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

## **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Bangladesh Integrated Social Advancement Programme's [Compliance Officer HR Department] will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Compliance & HR Officer:**

{The Compliance & HR Officer may be a Governing Body, the Chief Executive, or a third party designated by the organization to receive, investigate and respond to complaints.}



**Mohammad Dostagir**  
**Chairman**



**S.M. Tareque Jaber**  
**Chief Executive-BISAP**