

## Whistleblowing Policy

### Introduction

‘Whistleblowing’ is defined as the reporting by the employees of suspected misconduct, illegal activities or failure to act within the institution.

Asian College of Teachers (ACT) has designed Whistleblowing Policy to allow staff, students and other stakeholders of the institution to raise concerns or share information which might be of confidential nature and be evident of malpractice within the institution. Individuals will be able to inform about the wrongdoing without fear of reprisal.

### Purpose of Policy

The purpose of this policy is:

- to encourage the reporting of malpractice at the earliest
- to reassure the parties involved of confidentiality
- to allow individuals to raise concerns within the institution without fear of reprisals
- to provide a proper channel to those raising concerns for investigation to take place
- to convey a clear message that no malpractice / impropriety will be tolerated and will be acted upon
- to deter potential perpetrators of fraudulent activity and boost the confidence of all interested parties within the institution

### Responsibility for this policy

The Board of Directors has overall responsibility for the effectiveness of this policy and reviews whether it is working properly.

The Executive Director is responsible for managing the policy and for maintaining confidentiality of all concerns raised and inquiries carried out. Apart from the Executive Director, the Board members look into the concerns raised, inquiry made and its outcomes. The report does not disclose the names of those involved. The institution ensures that appropriate training is imparted to the staff members who may have to deal with the concerns or inquiries under this policy.

This policy is reviewed every 3 years by the Board of Directors before any proposed amendments are placed before the Board for approval.