



ANIS FOUNDATION INCORPORATED

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WHISTLEBLOWER POLICY

POLICY – APPLICATION

To ensure that all employees of the organization who provide information or report of any unethical behaviors or fraudulent or corruptible or bribery activities or such other activities deemed illegal to the senior management are highly protected. It is the responsibility of the organization to protect the whistleblowers from any possible retaliation or such other unreasonable actions by the offenders.

PROCEDURE

1.0 All information provided by the whistleblowers pertaining to the illegal activities or serious breaches must be kept highly confidential by the senior management or people who were entrusted and provided the information with.

2.0 This information must then be registered and relevant actions must be undertaken immediately. The first person who was reported the matter must immediately report to a more senior relevant manager. As much as possible the particulars of the whistleblower must be withheld.

3.0 A whistleblower must always write a statement as an evidence and sign off and this must be confidentially kept in the investigating file and later submit to HR Manager to be filed away in their file.

4.0 Anyone found disseminating information or particulars of the whistleblower will be dealt with severely under the disciplinary procedures including termination of employment.

5.0 In the event of a whistleblower's information being heard by the public, the organization must provide high security and protection to the employee and establish other possible way to handle the situation if possible to the extent of discussing with the employee (whistleblower) and come up with a possible solution including making them redundant by paying them out a redundancy package and advising them that they will be rehired in the future if all situations become normal and an agreement shall be signed between the organization and the whistleblower for future engagement.

6.0 Incentive-based structure shall be made available to credible reports by whistleblowers regarding high profile cases such as fraudulent, bribery and corruptible practices. Upon producing such credible reports or information, then after completion of all eventualities including investigation pertaining to the illegal activity, the whistleblower shall be awarded a gift as determined fit by the Executive Director
