



Whistle Blower Policy

Preamble

Nirma University maintains the highest standards of integrity and legal compliance. It expects all employees to adhere to the law of the land and demonstrate high ethical standards. Transparency and integrity describe the culture of the organisation. Employees are empowered to follow the right conduct and do their duty honestly and without fear. The misconduct can be a violation of university regulation, the law of land, fraud, or corruption.

Need and Conditions for Whistle Blowing

If any employee, past or current, observes illegal, immoral, or dishonest conduct anywhere in the university, and if he is not satisfied with the response of his immediate superior, he can blow the whistle and inform the top authorities of the university about the matter.

He must blow the whistle and inform it to the Vice President or the Director General. For whistle blowing, it is important to note that the reported information should not be available in public and it should not be trivial. Further, the whistle blower should be convinced that the information should reveal that the university is doing something wrong or illegal. The purpose of whistle blowing is to correct something wrong and not to serve any personal advancements. Whistle blowing must be in good faith. The employee must be convinced that the reported information is genuine and significant. Additionally, he should have sufficient documents to support his conclusion and allegations. The whistle blower should also be satisfied that his whistle blowing is not the first step, but it is the last step to seek justice and the right moral conduct of the university.

The whistle blower must disclose his identity and forward the information in writing or through e-mail. Information received from an anonymous employee shall not be considered for further investigation. This policy should not be interpreted as a means to express once grievances or a route for making malicious allegations against any employees.

Procedure

The whistle blower should report his concern in writing to the Vice President or the Director General along with his identity. E-mail Communication shall also be considered. The whistle blower is also free to inform such conduct to the President of the university in writing. The employee is assured about the confidentiality of his reporting. More importantly, there shall not be any retaliatory and discriminatory action against the concerned employee. However, Incidents of retaliation against any employee reporting will result in appropriate disciplinary action against anyone responsible.

Alternatively, there is a Complaint Box near the Office of the President / Vice President. Any employee can drop the information related to any violation along with the related documents. His confidentiality shall be maintained and necessary enquiry shall be promptly initiated. Alternatively, he can also send a direct mail to the university official with relevant documents.

Confidentiality

The identity of the whistle blower would be kept confidential and the same would be disclosed with prior approval of the whistle blower on a Need-to-know-basis.

Action on Receipt of Information under Whistle Blower Policy

The information received under this Policy will be promptly and appropriately investigated, and all information disclosed during the course of the investigation will be kept confidential, except as necessary to conduct the investigation and take any remedial action, in accordance with applicable regulations. If, at the conclusion of its investigation, the University concludes that a violation has occurred, the University will take effective remedial action.

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