**Upaya City Cargo**

**Whistleblowing Policy**

**Introduction to Whistleblowing**

The reporting of any suspected misconducts, fraudulent activities, abuse of resources, criminal offense or breach in code of conduct at an organization is referred as Whistleblowing. You are considered a whistleblower if you report certain wrongdoings at Upaya.

**Objective of the Policy**

Upaya is a workplace which promotes intrapreneurial culture and is committed to provide open and transparent working environment. For it to be transparent in its operation, it also requires to enable its staff to voice their concerns in a responsible manner. With this policy, it wants to promote an ethical culture which has honesty and integrity in its business operations. It encourages reporting of any practices which hurts the company’s code of conduct.

**Scope of the Policy**

The policy is applicable to all the employees working at Upaya. This enables employees to raise their concerns regarding:

* Financial Malpractices
* Legal compliance
* Health and Environment Safety
* Unethical/ Unsolicited Conduct
* Criminal Offense

Those employees who discloses such concerns under this policy to the authority will be protected by this policy.

**Responsible Body**

On receipt of any malpractices within the company, the concern will be investigated by concerned department heads. It should further be aligned with Human Resource Department and the management board. A written communication should be provided to the complainant for the follow-up on the issue and the action proposed which should be conducted confidentially. In case of any criminal offense, the issue will be directed to Police.

In case of the complains that are untrue, no action will be taken against the individual keeping in mind that the person complained for the best interest of the company.

**Documentation**

The concerns raised will be documented in a file immediately after the issue is disclosed. The template in which the concern can be filed is mentioned in the annexure with this policy.

**Annexure**

*Please provide the following details to assist the investigation. Note that you may be called upon for facilitating the investigation process.*

|  |
| --- |
| **Part A: Complainant Details** |
| Name: |
| Department: |
| Email Id: |
| Phone No: |
|  |
| **Part B: Suspect’s Details** |
| Name: |
| Department: |
| Email Id: |
| Phone No: |
|  |
| **Part C: Witness’s Details** |
| Name: |
| Department: |
| Email Id: |
| Phone N0: |
|  |
| **Part D: Complain Details** |
| 1. What misconduct occurred? |
| 1. Who committed the misconduct? |
| 1. When did the misconduct happen? |
| 1. When did you notice the misconduct? |
| 1. Where did the misconduct happen? |
| 1. Is there any evidence to support your disclosure? |
| 1. Are there any other parties involved in the misconduct other than the suspect? |
| 1. Do you have any other details that will help in the investigation? |

I hereby declare that the information that I’ve provided is as per my knowledge and isn’t provided to disgrace the suspect or hamper the organization’s reputation.

Submitted by: Received by:

Date: Date:

Signature: Signature: