



WELCOME TO **DISCLOSE WITHOUT FEAR** THE WHISTLEBLOWING MANAGED SERVICES FOR CORPORATES © THE HRM PRACTITIONERS LLP, 2015



How is my Confidentiality Maintained?

The basic purpose of the DWF portal is to empower employees in every organization, big or small, with the right to disclose, without fear of reprisal, any ethics or compliance violations within the organization by using the “Disclose Without Fear” managed services platform.

We understand the most important need for a whistleblower is to remain completely anonymous and submit a report in a secure and safe manner which ensures protection of the whistleblower from any victimization/ retaliation. Also, it's in the organization's interest to collect risk data from their employees while respecting their need for privacy. DWF understands that it will continue to enjoy the trust of both the employees and the organization only if it is able to balance both these needs.

Thus, any information submitted on this portal is through a SSL 4 certification and based on a secure cloud-based server. DWF personnel do not have the rights to modify the submitted data and can only extract it from the database and submit it to the organization for further action

Though, by default, the data submission is anonymous, you have the option to divulge your details, if you so desire. During the process of submitting the report, you will be given an option of staying anonymous or providing details such as name and personal email address. DWF does not disclose any identification information to anyone unless expressly authorized to do so by you or until required by law or court orders.

Here are some suggestions which will help maintain your anonymity:

- Select the 'anonymous' option, while lodging a report.
- Do not disclose any information in the report which may compromise your identity.
- Do not tell anyone in your organization about any report that you have submitted on DWF or indulge in behaviour which is likely to reveal that you are the one who has made a report about a matter being investigated.
- Do not respond to any query in a manner which may reveal your identity.
- Since all reports are submitted to your organization for further processing and appropriate action within the company's disciplinary policies framework, we request you to carefully read and understand these policies before you use this portal.
- The company policy is that there can be NO victimization/ retaliation against genuine complaints or grievances submitted by you. Any retaliation should be brought to the immediate attention of your Supervisor/ HR representative/ Senior Leaders so that the company can take necessary remedial steps in this regard.