

**GUIDELINES TO EMPLOYEES RELATING TO THE USE OF
THE “DISCLOSE WITHOUT FEAR” PORTAL (THE DWF PORTAL)**

1. This portal is made exclusively available to the employees of <CLIENT NAME> to report complaints related to FRAUD/ GRIEVANCES/ WRONGDOINGS specifically at the workplace. Examples of such incidents at the workplace would usually relate to the following –

- Financial Fraud;
- Misconducts/ Inappropriate behavior, including sexual harassment;
- Conflict of Interest;
- Security violations, including physical/ data security breach;
- Theft;
- Substance/ Weapons abuse;
- Unsafe working conditions;
- Sabotage of Company property;
- Falsification of documents;
- Bribery.

This Portal does not support any reporting on any other organizational topic/ issue. For highlighting any other organizational issues, please consult your supervisor/ HR representative/ Company Disciplinary policy guidelines/ Senior Leadership.

2. The **“DISCLOSE WITHOUT FEAR” is not an emergency ‘helpline’** and is **NOT** to be used to request for help and response wherever there is **IMMEDIATE AND DIRECT** threat to life and property or any other personal emergencies or exigencies. We recommend that for such kind of help and support you contact your company HR representative or the local Police, Fire, Medical, Government or any other appropriate authorities for immediate help and support.
3. Further, this Portal is NOT a counseling service. For any psychological dysfunctionalities or trauma, we recommend that you seek immediate assistance from qualified and competent professionals trained to handle such situations.
4. Any information, even if reported/ submitted, regarding paragraph # 2 and 3 will be rejected by the DWF Portal and both The HRM Practitioners, LLP and < Client> will have no liability to you or any third party for all and any consequences arising therefrom.
5. By default, all reports submitted on this portal is treated anonymously. However, if you are submitting any personal information, you need to review the **Privacy Policy** available at: _____. All information submitted on this portal should comply with the terms of the Privacy Policy.
6. **Please use the portal RESPONSIBLY**. This Portal should NOT be used for submitting complaints or grievances which the provider knows to be blatantly false or incorrect or without basis. You should NOT use the portal to indulge in mischief or harass or cause inconvenience or settle personal scores with fellow employees or supervisors. Any complaints or grievances submitted in breach of the above caution will be considered gross misconduct and <Client> may take appropriate action in accordance with the company’s disciplinary policy which may result in termination of employment.
7. 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.