

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 UBL to report complaints related to the violations related to the UBL Code of Conduct guidelines and other related ethics and compliance policies, specifically at the workplace. You can report the actual/ potential violations pertaining to, but not limited to the following –

- Financial irregularities ;
- Misconduct/ Inappropriate behavior, including sexual harassment and workplace bullying;
- Conflicts of interest;
- Environment, health, safety issues;
- Improper use of company resources;
- Insider trading;
- Disclosure of confidential information;
- Dishonesty and theft;
- Discrimination on grounds of gender, race, religion, etc;
- Drug abuse;
- Alcohol abuse and use of alcohol in violation of Company Policy;
- Possession of a weapon at the workplace; and
- Any other violation not covered by the above.

This Portal does not support any reporting on any other organizational topic/ issue. For highlighting any other organizational issues, please consult your Unit Head or HR representative.

- 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 Unit Head or HR representative 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 who are 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 UBL 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
- 6) All information submitted on this portal should comply with the terms of the Privacy Policy.

- 7) 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 may take appropriate action in accordance with the company's disciplinary policy which may result in termination of employment.
- 8) 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 Unit Head/ HR representative/ Chairman UBL WBMC so that the company can take necessary remedial steps in this regard.