



# **SPEAK UP@UBL**

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## What is responsible reporting?

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 the organization may take appropriate action in accordance with the company's disciplinary policy which may even result in termination of employment.

While you have a right to 'blow the whistle' you also have a duty to act and report responsibly on the portal.

To enable the organization to take appropriate action on your report, please make sure that your report is factual. Do not report 'hearsays', assumptions, perceptions, conjectures, etc. A complete actionable report should contain the following –

1. Names of people involved;
2. Locations;
3. Time and Date;
4. Details of the violation or wrongdoing;
5. Extent of violation or wrongdoing;
6. Supporting Evidence/ Proof, if any. (Please upload).

