



Whistle Blowing Policy –LEEDO

1. Overview: Local Education and Economic Development Organization (LEEDO) has been working in the field of multilateral development with an intention to concentrating to most marginalized and deprived segments of population in Bangladesh for more than two decades. It has mandated to assure a sound, transparent and being with a reservation to protect ethical and behavioral essence in and out of its operational areas for keeping a value based organization. As required in this intension LEEDO prepared this whistle blowing policy for all staff and related persons with LEEDO. This policy covers all issues of code conducts of LEEDO particularly when any LEEDO staff or related others doing any misconduct, misappropriation or abusive events in his/her in the working location it will be disclosed to the concerned immediately for measuring and or alerting purpose.

2. Purpose of this policy

This policy covers the steps to take when you feel you have identified or observed, conduct in the organization that contravenes the Code of Conduct.

This policy provides a recognized means of raising concerns internally within the Organization. As LEEDO staff and associates, wearer usually the first to be aware of any Malpractice, fraud, negligence, or illegality and we must be able to raise legitimate issues in an open and honest way without fear. Open communications, rather than anonymous letters, are more likely to be taken seriously; can be acted on more rapidly and will therefore produce more effective results.

The Whistle Blowing Policy draws particular attention to LEEDO's policies on Child Protection, Sexual Exploitation and Abuse and Fraud and Malpractice as follows: Child Protection & Sexual Exploitation policy.

As an indication of what we consider might be raised through the Whistle Blowing Policy, LEEDO's definition of child abuse as set out in the Child Protection & SE Policy is:

Sexual abuse or other physical or mental harm deliberately caused to a child or women. A child means every human being below the age of eighteen years.

3, Fraud and Malpractice

It is also important to emphasize in this document that LEEDO has a policy of zero tolerance towards fraud. We want to ensure that LEEDO's reputation as a quality organization is maintained and that the maximum possible funds are used to the benefit of the children, women, families and communities with whom we work.

As an indication of what we consider might be raised through the policy, LEEDO's definition of fraud as set out in the Field Operations Book is:

An action or an intentional omission, coupled with an element of deception, that enables someone to receive benefit directly or indirectly whether financial or non-financial at the expense of LEEDO or others involved with LEEDO.

Malpractice is considered to be:

- Any other intentional contravention of the Code of Conduct or the Conflict of Interest Policy.

4. Procedure

3.1 If you believe, in good faith, that you have uncovered or observed evidence that indicates child abuse, Sexual exploitation, fraud, malpractice or any other breach of the Code of Conduct; you are expected to report it, with the supporting factual evidence to:

- Your Executive Director or, if you believe your Executive Director is involved or implicated in any way, your Chair Person or EC. In cases of alleged child abuse, SEA, you shall report these in the first instance to the designated Child Protection & SEA Focal in your Head Office, who will advise the ED, CP or EC.

3.2 If you consider that your concern may not be taken seriously through this route, you may, alternatively go outside the line management structure and raise your concern with the Director of Human Resources.

- If the complainant is not satisfied with the outcome he can present an appeal for final decision to the next level of management
- Associates can voice their concern through the above channels or via the Link www.LEEDO.org.

- Complaints can be made on behalf of affected parties where necessary, but only with the affected parties proven consent

3.3 Confidentiality is assumed unless you agree that your identity may be revealed. In respect of allegations of child abuse, it is important to remember that the best interests of the child, women are paramount. A breach of confidentiality could have devastating effects on the life of a child, women and their family.

5. Action to be taken

5.1 All concerns raised under this policy will be dealt with promptly and will be treated seriously and sensitively.

5.2 Your concerns will be discussed with you in order to help determine the precise action to be taken. It will be for the manager with whom you have raised the concern to decide whether or not to involve other parties to investigate (e.g. where there is an issue of alleged SE, child abuse or fraud, an investigation must be carried out. Please see the Child Protection Policy, SE Policy, Code of Conduct and related guidelines and procedures of the organization.

5.3 Whenever possible, resolution will be reached and the outcome known within 28 days of raising the concern. You will be informed of the action taken and the outcome.

5.4 If you have raised a legitimate concern in good faith and an investigation finds the concern to be unfounded no action will be taken against you for 'whistle blowing'.

6. Penalties

6.1 Anyone who victimizes an employee for raising a legitimate concern or tries to deter someone from raising a legitimate concern will be subject to disciplinary action.

7. Retaliation

7.1 Retaliation is defined as any direct or indirect detrimental action recommended, threatened, or taken towards an individual who has reported a complaint under the whistle blowing policy.

7.2 LEEDO will not accept any retaliation against person(s) who have made complaints under this policy.

7.3 LEEDO will take appropriate measures to ensure that the effects of retaliation are reversed.

7.4 LEEDO will enforce mandatory discipline against staff members and associates where retaliation is proven to have taken place.

7.5 Anyone who makes false and malicious accusations or who raises concerns for personal gain will also be the subject of disciplinary action.

8. Leadership.

8.1 Responsibility for overseeing compliance with this policy is with the Executive Director-LEEDO.

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