



END POVERTY
creating sustainable livelihoods

WHISTLE BLOWER POLICY

VERSION - I

PRESENTED AND APPROVED IN
THE 70TH BOARD MEETING
27 SEPTEMBER 2025

Whistleblower Policy

1. Purpose

This Whistleblower Policy is designed to provide a safe and confidential mechanism for employees, volunteers, board members, donors, beneficiaries, and other stakeholders of End Poverty to report unethical, illegal, or improper activities without fear of retaliation. The policy ensures that all concerns are addressed promptly, fairly, and in a manner that protects the rights and confidentiality of all parties involved.

2. Scope

This policy applies to all employees, volunteers, consultants, board members, donors, beneficiaries, and other stakeholders associated with End Poverty. It covers any conduct or activity that is unlawful, unethical or violates organizational policies, including but not limited to:

- Fraud or financial irregularities.
- Corruption or bribery.
- Misuse of organizational resources.
- Harassment or discrimination.
- Violations of laws, regulations, or organizational policies.
- Endangerment of public health or safety.
- Any actions that undermine the integrity or mission of the End poverty.



3. Definitions

Whistleblower: Any individual who reports a concern or discloses information regarding suspected misconduct or unethical behaviour.

Retaliation: Any adverse action taken against a whistleblower as a result of their disclosure, including but not limited to termination, demotion, harassment, or discrimination.

Protected Disclosure: A complaint, concern, or report made in good faith about suspected misconduct or unethical behaviour.

4. Reporting Mechanism

4.1 How to Report

Concerns or complaints may be reported through any of the following channels:

Direct Supervisor/Manager: If comfortable, employees and volunteers can report their concerns to their immediate supervisor.

Designated Whistleblower Officer: Reports can be submitted to the Whistleblower Officer via email, phone, or in writing. Contact details:

Email: chetan@endpovertyindia.org

Phone: +91-9310261007

Mailing Address: End Poverty Plot No.64, Institutional Area, Sector-18, Gurugram, Haryana-122015

Anonymous Reporting: Whistleblowers may report anonymously through Anonymous Reporting System, e.g., a secure online & Dropbox.



4.2 Information to Include

To ensure a thorough investigation, the report should include:

- A clear and detailed description of the misconduct or unethical behavior.
- Names of individuals involved.
- Dates, locations, and other relevant details.
- Any evidence or documentation available.
- Information on whether the issue has been reported elsewhere.

5. Protection Against Retaliation

- End Poverty strictly prohibits any form of retaliation against whistleblowers who report concerns in good faith.
- Any individual found retaliating against a whistleblower will be subject to disciplinary action, up to and including termination of employment or removal from the organization.
- Whistleblowers who believe they have been subjected to retaliation should report the matter immediately to the Whistleblower Officer or Board of Directors.

6. Confidentiality

- All reports and the identity of the whistleblower will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation.



- Disclosure of information related to whistleblowing without proper authorization is a violation of this policy and may result in disciplinary action.

7. Investigation Process

7.1 Initial Review

- Upon receiving a report, the Whistleblower Officer will conduct an initial review to determine its validity and severity.
- If the complaint falls outside the scope of this policy, the whistleblower will be informed, and the matter may be redirected to the appropriate channel.

7.2 Investigation

A formal investigation will be initiated for valid complaints.

The investigation may involve:

- Interviews with the whistleblower and other relevant parties.
- Review of documents, emails, and other evidence.
- Consultation with legal or external experts, if necessary.
- Investigations will be conducted in a fair, impartial, and timely manner.



7.3 Outcome and Resolution

- A written report summarising the findings and recommendations will be submitted to the Board of Directors or the relevant authority.
- Appropriate actions will be taken based on the findings, which may include disciplinary action, changes in policies or procedures, or legal reporting to authorities.
- The whistleblower will be informed of the outcome, subject to confidentiality requirements.

8. False Allegations

While End Poverty encourages reporting in good faith, any individual found making malicious or knowingly false allegations will be subject to disciplinary action. This provision is not intended to discourage valid complaints but to protect against misuse of the policy.

9. Training and Awareness

- All employees, volunteers, and board members will receive training on this policy during onboarding and annually thereafter.
- Regular workshops and informational sessions will be conducted to promote awareness and understanding of the whistleblower policy.
- The policy will be accessible to all stakeholders via the organization's website and internal communication channels.



10. Policy Review

- This policy will be reviewed annually or whenever required by the Board of Directors to ensure its effectiveness and relevance.
- Feedback from employees, stakeholders, and external experts will be considered during the review process.
- Any updates or changes will be communicated to all stakeholders promptly.

11. Record-Keeping

A secure system will be maintained for recording all whistleblower reports, investigations, and outcomes.

Records will be kept for a minimum of 7 years or as required by law.

12. Conclusion

End Poverty is committed to maintaining the highest standards of ethical conduct and integrity. This Whistleblower Policy reflects the organisation's dedication to transparency, accountability, and creating a safe environment for all stakeholders to voice their concerns without fear of retaliation.

By empowering stakeholders to report concerns and ensuring timely, fair investigations, End Poverty strengthens its commitment to its mission and values. Together, we uphold the trust and confidence of our beneficiaries, donors, and the communities we serve.

