

WHISTLEBLOWER (NON-RETALIATION) POLICY

1.0 PURPOSE

To promote transparency, integrity, and accountability within the college community. It aims to protect individuals who report any wrongdoing, misconduct, or unethical behaviour from any form of retaliation.

2.0 SCOPE

This policy applies to all individuals or stakeholders, including employees, students, contractors, volunteers, and any other individuals associated with the organization. It covers any reports made in good faith regarding violations of laws, regulations, policies, or any other misconduct that may harm the college, its members, or the general public.

3.0 DEFINITION

Retaliation

Any adverse action taken against a whistleblower in response to their report, which may include, but is not limited to, harassment, discrimination, demotion, denial of benefits, or any other negative consequences.

Good Faith

Reporting concerns with an honest belief that the information disclosed is accurate and true, without any intention of personal gain or harm to others.

Whistleblower

An individual who discloses or exposes illegal, immoral, illicit, or fraudulent events or activities by reporting them.

4.0 POLICY STATEMENT

4.1. Reporting Channels

MCKL provides multiple channels for individuals to report concerns, ensuring confidentiality and anonymity where possible. These reporting channels include:

A. Direct Reporting

Individuals can report concerns to their immediate supervisor, department head, or any other appropriate authority within the college.

B. Email or written communication

Individuals can also submit written reports via email or physical mail to a designated office responsible for addressing whistleblowing concerns.

C. Online Platform

Individuals can also submit written reports via online platforms for addressing whistleblowing concerns.

MCKL outlines the specific details of the reporting channels and the process for handling the reported cases in its procedures and guidelines.

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4.2. Protection Against Retaliation

MCKL strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation includes, but is not limited to, adverse employment actions, harassment, discrimination, demotion, denial of benefits, or any other negative consequences. Any individual found to have engaged in retaliatory behaviour will be subject to disciplinary action, up to and including termination or expulsion.

4.3. Confidentiality and Non-Disclosure

MCKL will make every effort to protect the confidentiality of the individuals' reporting concerns. The identity of whistleblowers will be disclosed only on a need-to-know basis or when required by law. However, it is important to note that in certain situations, maintaining confidentiality may hinder the investigation or resolution of the reported concerns.

4.4. Investigation and Follow-up

MCKL will promptly and thoroughly investigate all reports received under this policy. The investigation will be conducted impartially and in accordance with applicable laws and regulations. Individuals involved in the investigation will receive updates on the progress and outcome, to the extent permitted by law and college policies.

4.5. False Reporting

Knowingly making false or malicious reports is strictly prohibited and may result in disciplinary action, up to and including termination or expulsion. MCKL encourages individuals to report concerns in good faith, providing accurate and truthful information.

5.0 RELATED DOCUMENT

<u>Document Code</u>	<u>Document Title</u>
POL-HR-01	Diversity Equity & Inclusion Policy
POL-LCA-01	Anti-Corruption Policy

6.0 REFERENCE

Not Applicable.

7.0 DOCUMENT OWNER AND APPROVAL DETAIL

Document Owner : Head, Human Resources

Approving Authority : Senior Management Committee

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