

1/10/2023

# Whistleblower Policy and Procedures

CHHUKHA DZONGKHAG ADMINISTRATION

“Ngoedrup-tse Dzong”- Pinnacle of blessing

-Inaugurated only in March 2012 by Her Majesty the Queen Ashi Jetsun Pema Wangchuck-



TSHIMASHAM, CHHUKHA

**VISION :** An economically Leading Dzongkhag with Cohesive Society, Vibrant Culture, sound Environment and Balanced development.

**MISSION :** Provide conducive environment for diversified economic activities for the wellbeing of people in the dzongkhag.



## Whistleblower Policy and Procedures

### 1. Purpose

The purpose of this guideline is to provide employees and stakeholders of the Dzongkhag Administration with a clear and comprehensive set of instructions on how to properly and securely report any misconduct, unethical practices, or potential violations of laws or regulations within the Dzongkhag. This policy encourages a culture of transparency, honesty, and accountability while protecting the identity and rights of whistleblowers.

### 2. Definition of Whistleblowing

Whistleblowing is the act of reporting concerns, complaints, or grievances related to unethical behavior, misconduct, illegal activities, or violations of Dzongkhag Administration's policies and procedures, in a manner that is lawful, responsible, and in the best interest of the Administration.

### 3. Scope

This policy applies to all employees, contractors, vendors, consultants, and anyone associated with the Dzongkhag who wishes to report concerns regarding actual or potential wrongdoing within the Dzongkhag Administration as an organization.

### 4. Channels for Reporting

To enable anonymous and secure reporting of concerns, the Dzongkhag Administration provides the following channels:

a. *Confidential Whistleblower Hotline 1533*: The organization has established a confidential hotline, which is accessible 24/7. This hotline is operated turn wise by all the sector public service delivery focal. The hotline number and contact information will be communicated through various mediums, such as email, notice boards, and the Dzongkhag's official website at <http://www.chhukha.gov.bt/index.php/>.



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*b. Email Reporting:* Whistleblowers may choose to send an email to a designated confidential email address to report concerns. This email address will be communicated through internal channels such as Dzongkhag's official website (<http://www.chhukha.gov.bt/index.php/>) and official Facebook page.

## 5. Reporting Procedure

To report a concern, whistleblowers are advised to follow the following procedures:

*a. Gather Evidence:* Whistleblowers should gather any available evidence or documentation related to the concern they want to report. This may include emails, photographs, videos, financial records, or any other relevant information.

*b. Anonymity:* Whistleblowers have the option to remain anonymous while reporting their concern. However, for effective investigation and potential follow-up feedback, it is encouraged that whistleblowers provide sufficient contact information. Promises regarding anonymity and non-retaliation will be strictly upheld.

*c. Reporting the Concern:* Whistleblowers can choose either the Whistleblower Hotline 1533 or the designated email address provided by the Dzongkhag Administration for reporting. When making a report, whistleblowers should provide a detailed account of the concern, including the nature, date, time, and location of the incident, as well as the names of individuals involved, if known.

*d. Protection Against Retaliation:* The Dzongkhag Administration commits to maintaining the confidentiality of the whistleblower's identity and will not tolerate any form of retaliation against the whistleblower. All reports will be treated with the utmost seriousness, and appropriate action will be taken against any individuals found to have engaged in retaliation.

*e. Investigation and Follow-up:* Reports will be promptly and appropriately investigated by an independent internal team (Dzongkhag Investigation team), or an external investigator if deemed necessary (Investigation team from the ACC). Whistleblowers will receive feedback on the status and outcome of the investigation within a reasonable time frame (TAT).



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### ***6. False Reporting***

Filing a malicious or false report with the intention of harming others or damaging the Dzongkhag's reputation is strictly prohibited. Such actions may result in disciplinary measures, including termination or legal action as per existing law of the country.

### ***7. Awareness and Training***

The Dzongkhag Administration as an organization is committed to raising awareness about the Whistleblower Policy and regularly providing training to employees and stakeholders. Training sessions will familiarize participants with this policy, the reporting procedures, and the importance of whistleblowing in maintaining a transparent and ethical work environment.

### ***8. Review and Updates***

This policy will be reviewed periodically to ensure its effectiveness and compliance with changing laws and regulations.

*Presented and endorsed in 21<sup>st</sup> Dzongkhag Human Resource Committee meeting held on 11<sup>th</sup> January 2023.*