

Policy: Do Something About It

PL No – 39

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

If there is something going on in the organization, which you feel is not ok or violating any policy or damaging to the organization in any manner (Financially, Physically, in terms of reputation or in any other way possible) then it is must that you report about the same in written to HR. Only then something can be done about it.

Do not start criticizing verbally or attack the person directly as none will result in solution. It is best that you follow the correct channel, which will result in improvement of the situation. Also if at any point it is discovered that there was a situation to be remedied and other staffs knew about it then all staff associated and those who knew and did not do anything about it will be treated the same way as they all will be considered willful party to the situation.

Your job is not to investigate and then report, you simply need to report. Also those who are reporting, will have complete protection and will not be mistreated in any manner. There is complete protection for the whistleblowers in the company from the HR department and Management.

ok approved

Written By
Head – HR



Approved

Approved By
Management