



Rural Education & Economic Development Society (REEDS)

WHISTLEBLOWER POLICY

Updated on: Decemeber 2023

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Section 1 – Introduction

Accountability and transparency are fundamental principles that require a system allowing individuals to raise concerns internally when they come across information suggesting serious risk or malpractice within Rural Education and Economic Development Society. The concept of "Whistle Blowing" refers to the proactive efforts made by the organization's employees and stakeholders to report wrongdoings or unethical practices to the proper authorities within the organization. This process is essential for preserving REEDS' integrity and encourages staff to bring up concerns rather than ignoring them.

REEDS' whistleblowing policy provides a framework for employees and other stakeholders to report irregularities, malpractice, or any form of wrongdoing that impacts the organization. This framework ensures that reports can be made responsibly and effectively without fear of retaliation or other adverse outcomes. This policy plays a crucial role in fostering a culture of openness and trust, where individuals feel safe to speak up about misconduct, contributing to the organization's overall integrity and ethical standards.

Section 2 - What Does this Policy Cover?

This policy covers situations where an individual or group of people (whistleblowers) raise a concern about a risk, malpractice, or wrongdoing that involves and REEDS facts REEDS and REEDS's partners (including donors, partner NGOs, grantees, sub-grantees, business partners, vendors, suppliers etc.).

Section 3 - What is Whistleblowing?

Whistleblowing is confidential disclosure by an individual, or a group of people, of any concern encountered in the workplace relating to a perceived wrongdoing or malpractice. The whistleblower must identify himself or herself, as explained later in this document. This will be kept confidential by the Whistle Blowing Committee and/or unit handling whistleblowing.

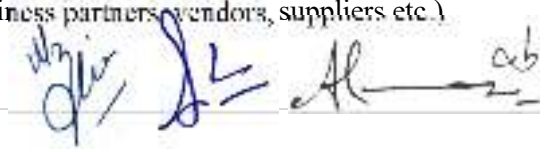

Examples of wrongdoing and malpractice include, but are not limited to:

- Fraud – such as theft or misuse of REEDS's funds or other resources by an employee or a third party; falsification of costs or expenses; forgery or alteration of documents; destruction or removal of documents; paying of excessive prices or fees to third parties with the aim of personal gain
- General malpractice – such as illegal or unethical conduct (including where someone's health & safety has been put in danger)
- Gross misconduct – such as sexual harassment, blackmail, extortion or physical abuse
- Infractions of REEDS's policies, including the Conflict of Interest Policy
- Infractions of applicable laws

Section 4 - Who Does this Policy Apply to?

This policy applies to everyone who carries out work for REEDS, including:

- All members of the Board of Governors of REEDS
- All employees of REEDS
- All employees working on all programs of REEDS
- All employees of REEDS's partners (including partner NGOs, grantees, sub-grantees, business partners, vendors, suppliers etc.)

 
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Section 5 - What are the Fundamental Elements of this Policy?

- REEDS require whistleblowers to identify themselves by providing their name, date of birth, CNIC number and phone number. Anonymous calls will **neither** be entertained **nor** investigated, in order to guard against potential abuse of this policy
- The Whistleblower is protected from victimization, harassment or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain
- Disclosures will be investigated fully including interviews with all the witnesses and other parties involved
- The identity of the whistleblower will be held confidential at all stages by the Whistle Blowing Committee.
- While REEDS can provide internal anonymity, it cannot guarantee this will be retained if external legal action flows from the disclosure

Section 6 - What is a Protected Disclosure?

A protected disclosure is any good faith communication that discloses or demonstrates an intention to disclose information that may evidence (a) an improper REEDS activity, or (b) any condition that may significantly threaten the health or safety of employees or the public. A protected disclosure may lead to a whistleblowing disclosure

Section 7 - Whistle Blowing Committee and its Role

The Whistle Blowing Committee will comprise: a) one member from the Board of Governors of the organization; b) Manager HR and; c) Head of the Internal Audit. In the absence of Director of HR, the second slot will be filled by another Board Member. The HR Manager will be secretary of all meetings, and will be kept in the loop by the Whistle blowing Committee throughout the proceedings of the case. The present Whistle Blowing Committee includes:

- Mr. Kamran Shafqat Member Board of Governors
- Mrs. Shaista Aqeel, Member Board of Governors
- Whistle Blowing Officer-At present Mrs. zakia Malik zakiareeds@gmail.com
- Mr. Sharoon Jacob-HR Manager (reedshr@gmail.com)

The HR department will be responsible for maintaining the record and documentation of all such proceedings. The CEO will have the authority to decide the final course of action. If the complaint / allegation is against any member of the committee, the Whistle Blower may report the matter to the CEO. If the complaint / allegation is against the CEO, the WBC may report the matter to the BoD.

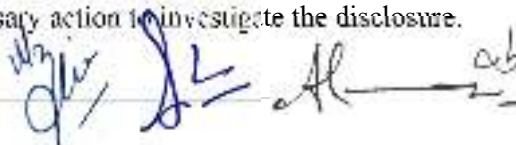
HR Unit will, however, be the custodian of this policy

Raising the Concern

The Whistle Blowing Committee can be contacted through email and postal mail by any individual or group of people to raise a concern, show intention to disclose or make an actual discloser. The Whistle Blowing Committee is then bound to consider the submission

Investigations

Once the whistleblower makes it clear that she or he is making the disclosure within the terms of REEDS's Whistleblower Policy, the Whistle Blowing Committee will consider the matter and take the necessary action to investigate the disclosure.



Dealing with Malicious Whistleblowing

All whistleblowing disclosures made to the Whistle Blowing Committee will be treated as confidential, unless the Committee concludes that the allegations were malicious, mala fide or not in good faith.

Examples of malicious whistleblowing include, but are not limited to, allegations that are based on:

- Misogyny (e.g. not wanting to report to, or work with, a member of the opposite sex)
- Religious or cultural beliefs
- Hearsay
- Personal dislike or dispute
- Documents that are either subject to forgery (eg email threads, photocopies etc.) or lie outside the legal ambit (eg telephone transcripts obtained from phone companies without a warrant)

In case the whistleblower is deemed by the Whistle Blowing Committee to have acted maliciously or in bad faith, the whistleblower's identity will be disclosed and no extra care will be taken to hide the corrective measures taken against him/her, which may include, but are not limited to:

- A financial penalty and/or termination if the malicious whistleblower is an REEDS employee.
- Scaling down or termination of the existing grantee, sub-grant or program partner or blacklisting of the party from being eligible for future grants, if the malicious whistleblower is a sub-grantee
- Legal action including libel and/or slandering charges

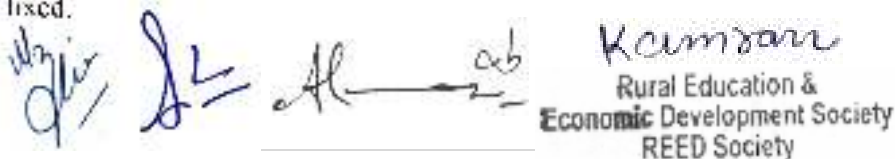
Section 8 – Preliminary Steps for Investigation and Documentation of Allegations

Disclosing information related to the investigation of a whistleblowing event is a breach of confidentiality and may put the whistleblower at risk. Therefore, inquiries and comments about an allegation will be made within the whistleblower database that will be maintained with Human Resources (HR) at Rural Education & Economic Development Society (REEDS) under lock and key. Notes will be taken of all discussions about the whistleblower report, but will be documented in a separate whistleblower case file with HR, including specific details sufficient to preserve a record of REEDS's treatment of the allegations and the case chronology

The Whistle Blowing Committee will determine the preliminary steps as under:

- Identifying who will take the lead on the investigation (regional office or HQ)
- Determining how to best preserve confidentiality
- Identifying who, outside the Whistle Blowing Committee, should be included in the correspondence and process.
- Assigning who will be the lead in terms of keeping the Whistle Blowing Committee informed on progress

It is important at this time for the Whistle Blowing Committee to assess the materiality of the alleged fraud, and whether it was allegedly perpetrated by exploiting a one-time, temporary gap in internal controls, or a systemic weakness that is present in one department or project, other departments or regional offices. If the allegation is material or indicates a potential systemic weakness, the team must determine if operations should be suspended, modified to reduce the risk of further loss or the weakness addressed and fixed.

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Section 9 – Conducting Investigation

The matter must be acted upon by the Whistle Blowing Committee when any of the following conditions are met:

- The matter is the result of a significant internal control or policy deficiency that is likely to exist in other units within REEDS
- The matter is likely to receive media or other public attention
- The matter involves the misuse of REEDS's resources or creates exposure to a liability in potentially significant amounts
- The matter involves potential loss of donor funds
- The matter involves allegations or events that have a significant possibility of being the result of a criminal activity (such as disappearance of cash)
- The matter involves disregard of REEDS's policies
- The matter is judged to be significant or sensitive for other reasons

Having considered the conditions, the Whistle Blowing Committee will follow the steps as under:

- Give the whistleblower the opportunity to present his or her case
- Look at the merit of the case as per the conditions for moving on a Whistleblower Disclosure
- If an investigation is warranted, set out a timetable
- Identify witnesses as needed
- Speak with the subject(s) of the disclosure, as needed
- Analyze findings
- Come to conclusions (systemic malpractice or isolated incident)
- Determine action to be taken against whistleblower or subject, if any
- Hand over recorded action to appropriate person or department

If the Whistle Blowing Committee concludes that the malpractice or control weakness relates to operations, the findings should be forwarded to the COO.

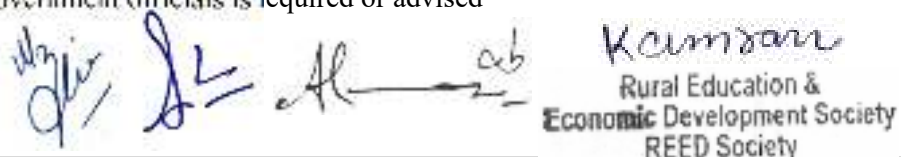
If the Whistle Blowing Committee concludes that the malpractice or the control weakness is systemic in nature or is policy or strategy related, the findings should be taken to the Board.

Section 10 - Communication Strategy

Understanding, agreeing upon and complying with the communication strategy is critical throughout the process. An expedient and reassuring communication from an appropriate member of the Whistle Blowing Committee to the whistleblower should confirm that the report was received and that it will be handled in accordance with REEDS's policies and procedures. Generally, it is helpful to appoint a single person or as few individuals as possible to be the primary point of contact with the whistleblower. Initially, for the safety of the investigation team and to preserve evidence and the investigation environment, the alleged perpetrator should not be made aware of allegations.

Regarding communications beyond REEDS staff, the Chairman of Audit Committee of the Board of Rural Education & Economic Development Society (REEDS) must receive a notification of the reported event.

All investigations should culminate in an internal report and an assessment of whether communication to donors, partner NGOs, grantees, sub-grantees, business partners, vendors, suppliers, law enforcement officials or other government officials is required or advised

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Section 11 - Possible Outcomes

There will be no adverse consequences for anyone who *does whistleblowing in good faith*.

The following actions may be taken after investigation of the concern;

- Disciplinary action (up to and including dismissal) against the wrongdoer dependent on the results of the investigation
- Disciplinary action (up to and including dismissal) against the whistleblower if the claim is found to be malicious or otherwise in bad faith
- No action if the allegation proves unfounded, and the committee concludes that the whistleblower did not operate with a malicious intent or in bad faith

The whistleblower will be kept informed of progress and the outcome of the investigation, within the constraints of maintaining confidentiality or observing legal restrictions generally

Section 12-Procedure

How to blow the whistle / raise a concern:

1. If someone has a concern about a malpractice or any wrongdoing, he/she is encouraged to report / highlight it to his/her immediate supervisor, or directly to any member of Whistle blowing Committee (WBC). Management also encourages that the concerns on the actual / potential wrongdoing must be raised using any of the following methods:
 - In writing under private and confidential cover to the Whistle Blowing Committee at REDS address House # 01, Street 01, Near Govt. Girls College Rahim Yar Khan.
 - All written concerns can also be sent through email at whistleblow@reedspk.org
 - By calling to any member of Whistle Blowing Committee at 0092 68-58-76693.

2. The Whistle Blowing Committee (WBC) after assessing the reasonableness/adequacy of such reporting may initiate investigation if needed within one (1) week of receiving the complaint. The investigations may either be done internally or referred to an independent investigator as determined by the CEO. The WBC will share the status of complaints received with the CEO on a weekly basis. If the WBC thinks that there are no valid grounds to initiate an investigation, it will even then report the matter to the CEO, stating clearly why an investigation had not been commenced. The person who raised the concerns will also be informed of such decision simultaneously. The committee will share the final report of investigation to the CEO and, if necessary, to the Board through CEO after resolution of the complaint.

Each concern received by the WBC to be logged and assigned a code that will be used in the investigation and reporting of the concern.

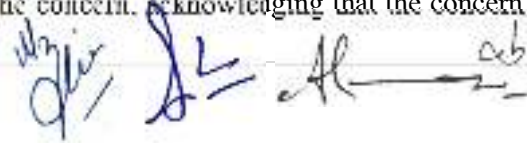
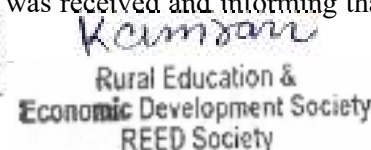
A person who is investigating any concern under this policy shall be empowered to get information from the relevant persons and the concerned departments of the Company shall also cooperate with him.

At the end of the investigation, a written report that provides the findings, basis of findings and a conclusion as to whether or not the allegations are substantiated is to be submitted to the CEO for necessary action

Head of EMC will produce a quarterly report documenting all concerns and the actions taken to resolve them for the review of Board Audit Committee as separate agenda item

Records of all whistle blowing concerns, investigations, and reports are to be retained for at least five (5) years.

3. The WBC shall inform to the whistleblower within seven (7) days, from the date of receipt of the concern, acknowledging that the concern was received and informing that the matter will

be dealt with as per Company policy. Disclaimer clause (given here below) shall be made part of the communication with the whistle blower

Disclaimer: “The Company is thankful to you for raising the Concern. The Company is committed to investigating your ‘Concern’ in accordance with its Whistle blowing Policy and to maintain confidentiality – as far as possible – of your name and the information received from you. Please note that this is only an acknowledgement of receipt of a ‘Concern’ raised by you and it does not confer any right upon you or any other person to take or demand any action against the Company or its employees on the basis hereof.”

4. Treatment of False Allegations

Deliberately making a false concern is also an allegation under this policy. This is not meant to discourage or limit the rights of individuals from raising concerns of alleged malpractices or wrongdoings. The organization recognizes that, in some instances, it may not be possible to determine whether a report/ action is indeed based on truth. Employees should not be reluctant to report information because they are uncertain of who will be believed and whether the allegation can be proved.

At the same time, it is expected from all employees to refrain from rumor mongering, irresponsible behavior and false allegations and if staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, staff makes malicious or vexatious allegations, disciplinary action may be taken against them as per Company policies, rules and regulations.

5. Possible Instances of malpractices

Non-exhaustive lists of instances of malpractices that may trigger whistle blowing are cited below for reference which may be amended from time to time.

- Breach of REEDS Polices / Manuals or any action that is unlawful or may damage the reputation of REEDS.
- Fraud or deception with the intention of gaining an undue advantage, avoiding an obligation or causing loss to another party.
- Forgery or alteration of financial / non-financial documents or account belonging to REEDS.
- Direct or indirect involvement in misappropriation of funds, supplies or other assets.
- False reporting / representations of fact, whether by words or by conduct, to other stakeholders.
- Taking or giving bribes or any illegal gratification.
- Disclosure of confidential information.
- Matters which give rise to harassment, discrimination or other unfair employment practices.
- Any act in violation of Safety Health & Environmental standards applicable to the business.

This does not, however, include a personal grievance which should rather be pursued through the line managers in accordance with staff Code of Conduct policy. This policy is also not intended to be used for reporting career related issues e.g. grievances linked with appraisal, lack of promotion, etc.

This Policy shall be in addition to the matters provided in the REEDS HR Manual.



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Whistleblowing Form

For office use only	
Date	
Ref. No	
Received by	

1. WHISTLEBLOWER / REPORTER'S CONTACT INFORMATION	
NAME	
CONTACT NUMBER	
E-MAIL ADDRESS (optional)	
ADDRESS	

2. ACCUSED / SUSPECT'S INFORMATION	
NAME	
DESIGNATION	
ORGANIZATION (optional)	
CONTACT NUMBER (optional)	
E-MAIL ADDRESS (optional)	
ADDRESS (optional)	
ANY OTHER DETAILS ABOUT SUSPECT	

3. COMPLAINT TYPE
<ul style="list-style-type: none"> ➤ Theft & embezzlement ➤ Corruption and bribery ➤ Procurement related fraud ➤ Misuse of REEDS resources / authority ➤ Failure to comply with requirement related to financial disclosure and/or local laws ➤ Misrepresentation of facts ➤ Breach of funding agreement with REEDS ➤ Any other



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4. BRIEF DETAILS OF THE COMPLAINT

دیہی تعلیم و معاشی ترقیاتی تنظیم (ریڈز پاکستان)
(شکایت درج کروانے کا فارم)

صرف دفتری استعمال کے لیے		
تاریخ	حوالہ نمبر	وصول کنندہ

1. شکایت کنندہ کی معلومات	
نام	
فون نمبر	
ای میل (اگر آپ فراہم کرنا چاہیں)	
پتہ	

2. مبینہ شخص کی معلومات (جس کی شکایت درج کروانی ہو)	
نام	
عہدہ	
ادارہ/تنظیم (اگر فراہم کرنا چاہیں)	
فون نمبر (اگر فراہم کرنا چاہیں)	
ای میل (اگر فراہم کرنا چاہیں)	
پتہ (اگر فراہم کرنا چاہیں)	
مبینہ شخص کے بارے میں مزید معلومات	

(Handwritten signatures and initials)

شکایت کی نوعیت

چوری اور غبن

کرپشن اور رشوت

خریداری سے متعلق دھوکہ دہی

ریڈز کے وسائل/ اتھارٹی کا غلط استعمال

معالی معاملات اور / یا مقامی قوانین سے متعلق ضروریات کی تعمیل کرنے میں ناکامی

حقائق چھپانا

ریڈز کے ساتھ فنڈ سے منسلک معاہدے کی خلاف ورزی

کوئی اور شکایت:

شکایت کے بارے میں مختصر تفصیلات

Please fill the form below or contact us at:

Head Human Resources, Address House # 01, Street 01, Near Govt. Girls College Rahim Yar Khan.

Email: whistleblow@reedspk.org

Phone: 0092 68-58-76693

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(See Frequently Asked Questions about Whistleblowing in attached Annexure)

ANNEXURE

Frequently Asked Questions about Whistleblowing

A Definition of Whistleblowing

1. What is Whistleblowing?

Whistleblowing is a confidential disclosure by an individual, or group of people, of any concern encountered in the workplace relating to a perceived wrongdoing.

2. What is the difference between whistleblowing and making a complaint?

In practical terms, whistleblowing occurs when a worker raises a concern about danger or illegality that affects others. The person blowing the whistle is usually not directly or personally affected by the danger or illegality. Consequently, the genuine whistleblower rarely has a personal interest in the outcome of any investigation. As a result, the whistleblower should not be expected to prove his or her case - rather he or she raises the concern so others can address it. This is different from a complaint. When someone complains, they are saying that they have personally been poorly treated. This poor treatment could involve a breach of their individual employment rights or bullying and the complainant is seeking redress or justice for themselves. The person making the complaint therefore has a vested interest in the outcome of the complaint, and, for this reason, is expected to be able to prove their case.

B Procedures to be followed by the Whistleblower

1. **Can concerns be raised confidentially or anonymously?**

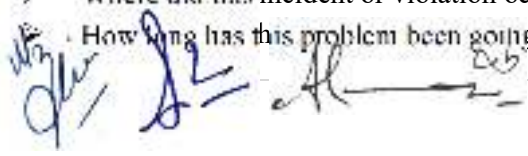
The best way to raise a concern is to do so openly (as opposed to anonymously). Openness will make it easier for REEDS to assess the issue, work out how to investigate the matter, understand any motive and get more information. An individual raises a concern confidentially if he or she gives his or her name, date of birth, CNIC number and phone number on the condition that it is not revealed, unless the Whistle Blowing Committee concludes that the whistleblower had acted maliciously or in bad faith. An individual raises a concern anonymously if he or she does not give his or her name and other details. Clearly, if REEDS do not know who provided the information, it is not possible to reassure or protect him or her. Anonymous whistleblowing may also result in more calls with malicious intent and thus a waste of investigators' time. Therefore, at REEDS, whereas all concerns raised will be treated with utmost confidentiality, anonymous calls or emails sent fictitiously will not be entertained.

2. **What information should a whistleblower provide?**

The whistleblower should state the facts with as much specific information as possible so that the allegations can be investigated. The whistleblower should not speculate or draw conclusions, and should be prepared to be questioned further. Below are basic questions the whistleblower should answer to help describe the situation in an email:

- Identify the person(s) engaged in the wrongdoing.
- Is the management involved? Or is it known that the management is involved?
- Is management aware of this problem?
- What is the nature of the wrongdoing?
- Where did this incident or violation occur?

How long has this problem been going on?

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- How did the whistleblower become aware of this violation or wrongdoing?
- Provide all details regarding the alleged violation, including the locations of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of this situation.

3. Is there a deadline for filing a whistleblower report?

No, but it is important to file a report as soon as the whistleblower has enough assurance to make a good faith report. Ideally, the whistleblower should report as soon as possible after discovery of the wrong-doing or improper activity. If delayed, evidence becomes stale, hampering investigation, and then REEDS may not be able to resolve the problem.

4. What happens after a whistleblower report is filed?

A preliminary investigation will be conducted by the Whistle Blowing Committee and the whistleblower may be contacted with additional questions. The preliminary investigation will determine if a full investigation should be undertaken and by whom.

5. How can the whistleblower help with the investigation?

The whistleblower can provide as much factual information and evidence as possible in order to allow the investigation to proceed. *However, the whistleblower should not obtain any evidence for which he/she does not have right of access. He or she should not do his or her own investigation.* Conducting their own investigation can pose safety and legal risks to the whistleblower, others, and REEDS. The whistleblower should be prepared to be interviewed and to provide all the information he/she knows about the allegations.

6. Will the whistleblower be informed of the outcome of his/her report?

The whistleblower generally has the right to be informed of the disposition of his/her disclosure and the findings of any investigation, although there might be overriding legal or public interest reasons not to do so. Any action taken against an employee as a consequence of the findings of the investigation, however, may be personal and confidential, in which case it cannot be disclosed.

7. Can the whistleblower discuss the matter with friends and colleagues?

If the whistleblower self-discloses his/her identity, REEDS will no longer be obligated to maintain their confidentiality. To protect their confidentiality and the confidentiality of the investigation, it is advisable for the whistleblower not to discuss the matter with friends and colleagues. Keep in mind that propriety information regarding REEDS may not be disclosed to any unauthorized party outside REEDS.

8. What happens to the whistleblower if the allegations are not sustained?

If the whistleblower had a reasonable belief that an improper REEDS activity had occurred and made a good faith report that disclosed or demonstrated an intention to report the activity, it is a protected disclosure under the policy. If the whistleblower knowingly or recklessly made an allegation or disclosure that proves to be unsubstantiated, he or she may be subject to discipline, up to and including dismissal.

9. What if there is retaliation towards the whistleblower?

It is REEDS's policy and practice that none of its staff shall discharge, demote, suspend, threaten, harass, or in any manner discriminate against an employee reporting in good

faith within the scope of this whistleblower policy.

10. What if word gets out about a whistleblower and people are making it difficult for him/her to work here?

If the whistleblower feels that he/she is being retaliated against for being a whistleblower, he/she may file a written retaliation complaint with Human Resources department as per HR policy.

11. What is considered to be “retaliation?”

Examples of retaliation are management actions that violate the personnel policies applicable to the whistleblower or that adversely affect the terms and conditions of employment, such as termination, compensation decreases, poor work assignments and threats of physical harm.

12. What are the basic requirements for a retaliation complaint?

A retaliation complaint must be filed within 12 months of the alleged act or threat of interference or retaliation. In order for a retaliation complaint to be accepted pursuant to any of the above processes, the whistleblower must previously have:

- filed a report alleging improper activities
- alleged that the whistleblower was threatened, coerced, commanded, or prevented by intimidation from filing a whistleblower report; or
- refused to obey an illegal order

13. What information should the whistleblower include in his/her retaliation complaint?

The complaint must set forth in enough detail the necessary facts, including dates and names of relevant persons. It must contain facts supporting the alleged retaliatory acts, and the effects of the alleged retaliatory acts on the whistleblower.

14. Who will investigate the whistleblower’s retaliatory complaint?

Human Resources and/or a third party as appointed under REEDS’s HR Policy

15. How long will an investigation take?

Every attempt will be made to investigate and reach a decision as quickly as possible. However, it depends upon the fact-gathering process.

16. What if the whistleblower does not agree with the decision?

A decision based on the substance of the complaint is final. However, a decision that the complaint was not filed on a timely basis or that the complaint does not qualify for review can be appealed to the Chief Operating Officer.

17. If retaliation is found, will the whistleblower be informed of the action taken?

The whistleblower will be informed of any appropriate relief for him/her, but the whistleblower will not necessarily be informed of any corrective action taken against the person who retaliated against him/her. There might be overriding legal or public interest reasons not to do so.

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C. Procedures to be Followed by the Subject of a Whistleblower Investigation

1. If a person is accused of committing an improper activity and an investigation takes place, will the subject have the opportunity to explain his/her actions?

Yes, but keep in mind that the decision to conduct an investigation is not an accusation – it is a neutral fact-finding process. The subject will be given opportunities for input during the investigation, and he/she will be given an opportunity to respond to material points of evidence to be used in the investigation report unless there are compelling reasons not to do so.

2. Can the subject of a whistleblower investigation consult a lawyer?

The subject has a right to consult with anyone, including a lawyer.

3. Will the subject be informed of the outcome of the investigation?

Yes, the subject has a right to be informed of the outcome of the investigation.

4. What happens if the allegations are sustained? Will disciplinary action be taken against the subject?


Any disciplinary action will be determined by management and will be administered in accordance with applicable employee conduct and disciplinary procedures.

5. What happens to the subject if the allegations are not sustained?

If the allegations are not sustained, the case will be closed.

D. Procedures to be followed if a Manager receives a Whistleblower Disclosure

1. If a Manager at any level receives from an employee, partner, grantee, sub-grantee, vendor or other party a whistleblower disclosure that pertains to a reportable violation or situation, he or she should handle it with utmost care and immediately refer to the Whistle Blowing Committee.



Handwritten signatures and the logo of the Rural Education & Economic Development Society (REED Society). The logo includes the name 'Kumbar' and the full name of the society.