

# Whistle Blowing Policy of **Prova Society**



**Approved by: Executive Committee**

**Review date: 28 January' 2023 and**

**Effective from: 1<sup>st</sup> February 2023**

**Prova Society**

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# Whistle Blowing Policy

of

## Prova Society

### **Background**

Prova Society is a non political and non-government volunteer organization for social development. Establishing in 1994, Prova Society mainly was to involve in tradition development interventions. Within the passage of time, to be align with the new development momentum Prova has change their develop portfolio considering Five years development plan of Bangladesh, Vision 2021, SDG, priority of the different institutional donors and finally the development needs of our target beneficiaries as well as development partners. The present development themes are based on the Strategic Priority for the people that Prova Society is working for and the needs of particular geographical situation.

### **Vision:**

Freedom from deprivation

### **Mission statements:**

Making deprive in different form is the result of all development crisis. To overcome that Prova's mission is to enable the environment and enhance capacity of the vulnerable suffering humanity to overcome the challenges through engagement (in planning, executing and monitoring), ensuring accessibility, capacity building and overall sustainable empowerment.

### **Management Practice:**

Prova Society adopts decentralized participatory management system in program implementation. The General bodies, the supreme authority of the organization consist of 21 members. A seven (07) member Executive committee is elected biennially out of General body for policy making and program execution. All the policies of executive committee are implemented by the modest staff headed by the Executive Director, who is responsible for overall program implementation and management. The Executive Director is the member Secretary of the Executive committee.

### **Financial Management:**

Prova Society is capable on financial ability to implementation of any program. Fund receiving from different sources on organization purpose is accumulated into a Bank

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Chairman  
Prova Society

  
Enamul Kabir  
Executive Director  
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account. If the money is needed to withdraw frame work of Action-plan. Each level of management is encouraged to work commensuration appropriate authority & responsibilities to embrace creative solution, encourage team spirit and generate innovative know-how. Prova Society provides its workers liberty to take initiative, stimulate participation and continuous search for up-gradation in terms of quality and quantity.

**Monitoring:**

Prova Society has a strong monitoring & Evaluation team. Prova Society takes care of its vision, Mission and core values. This development program is continually being monitored and evaluated to determine its progress and effectiveness as well to show where changes may be necessary. It is carried out in a participatory way with the participants.

**Reporting:**

Prova Society maintains reporting system strictly. The field staffs submit their report on their activities to the area manager monthly. Area manager compile it regularly and submit in to the higher authority. The reporting system of Prova Society is 04 types like monthly, quarterly, half yearly and yearly. Prova Society registered with different legal authorities. Details are given below:

Authority	Registration No.	Date of Registration	Date of Expire
NGO Affairs Bureau	Reg No- 2474	8/08/2014	05/08/2029
Department of Social Welfare Service	Jheni-106/94	20/12/1994	-
Department of Youth Development	JUA/Jheni/014/Sadar-130	11/12/2017	-

**1. Introduction of the Policy**

The Whistle Blowing Policy of Prova Society aims to strengthen the organization’s commitment to its policies, values, attitudes and behaviors. All employees have the right and responsibility to report concerns. This includes all staffs (permanent, part-time and volunteer), hired personnel and management in the organizations wholly. This policy should be readily available to all. It is of utmost importance for Prova Society to ensure predictability and confidence for all those who raise a concern.

**2. Policy:**

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

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- All members of the Prova Society
- All employees working on all programs of Prova Society
- All employees of Prova Society development partners (including partner NGOs, grantees, sub-grantees, business partners, vendors, suppliers etc.)

The policy covers the responsibility to report wrongful acts committed by above.

***Violations include, but are not limited to:***

- Suspicion of fraud, corruption and accounting offenses
- Error reporting or manipulation of information
- Harassment or bullying, discrimination and racism, poor working environment
- Sexual misconduct, including sexual abuse, harassment or exploitation
- Damage to the environment
- Miscarriage of justice
- Violation of existing state law
- Serious Health and Safety risks
- Abuse of position
- Attempting to cover up any of the above

A whistle blower is a person who raises a genuine serious concern in good faith relating to any of the above. The whistleblower may or may not be directly affected by the matter.

**3. Objectives of the Policy:**

This Policy aims to set out the Organization's written, formal whistle blowing policy, consisting of responsible and effective procedures for reporting of misconduct and impropriety so that appropriate remedial action can be taken if concerns are deemed legal.

Specific objectives of the Policy are to:

- Reporting of suspected malpractices/misconduct in time
- Assist as a means of preventing and discouraging misconduct that may be anticipated but has not yet taken place
- Promote and development of a culture of openness, accountability and integrity

**4. Reporting Responsibility:**

Any concerns regarding the protection and safeguarding of the charity's assets, safeguarding of beneficiaries or fundraising practice should be flagged

to the Executive Director (Chief Executive). If the Executive Director is implicated, then the concern should be flagged to a Board Member.

## 5. Procedure:

Prova Society has implemented procedures for the handling of reports of concern. The procedures pay respect to both the whistle-blower and to the individuals who is the subject of the report.

Prova Society's basic principles for the handling of reports are

- ✓ All reports are taken seriously
- ✓ Fair, open and objective follow-up
- ✓ Protection of anonymous whistle-blowers
- ✓ Confidentiality and information security
- ✓ Whistle-blowers in good faith will not be subject to reprisals
- ✓ Non-anonymous whistle-blowers will get timely feedback and information about the process

The Executive Director (or Board Member) should:

- ✓ Acknowledge the concern in writing within 5 working days of receipt.
- ✓ Complete an investigation to establish the facts and circumstances relating to the concern within 30 working days, or as soon as is reasonably practicable.
- ✓ Specialist support may be sought.
- ✓ Report back in writing to the individual who raised the concern within 45 working days, or as soon as is reasonably practicable, explaining the outcome of the investigation, conclusions reached, and actions to be taken.
- ✓ The Executive Director (or Board Member) may, at his/her discretion, seek input from the Chair of the Board of Executive Committee at any point during this process who may, at his/her discretion, recommend discussion by the full Board before proceeding.
- ✓ If the Chair is implicated, then another Board Member.

When the cause for concern is found to be valid Prova Society must take appropriate action. Specific actions will depend on the facts and circumstances. Actions include, but are not limited to:

- ✓ Issuing a verbal or written warning
- ✓ Termination or Demotion
- ✓ Taking immediate steps to taking legal action

## 6. Monitoring

A Register will be reserved for the following details:

- ✓ Details of the whistleblower
- ✓ The date and nature the allegation
- ✓ Details of the person who received the allegation

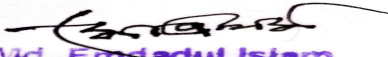
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 <b>Md. Emdadul Islam</b> Chairman Prova Society	 <b>Enamul Kabir</b> Executive Director Prova Society
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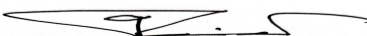
- ✓ Whether the allegation is to be investigated and, if yes, by whom
- ✓ The outcome of the investigation
- ✓ Any other relevant details

The Register will be confidential and accessible to the Executive Committee for queries.

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