

Whistleblower Policy

Preamble:

Though AMET has laid out policies for preventing corruption, harassment, discrimination, substance abuse and ragging, some people in the system would still not abide by the same. To bring them to book, AMET would need help from people on the spot who may not wish to report publicly, rather report violations of policy, misconduct or fraud through anonymous, safe channels. To facilitate this, AMET has created a whistleblower policy.

Purpose:

- To provide safe channels for good faith disclosures, ensure protection to people who come forward from retaliation and maintain ethics and compliance.
- To ensure compliance with the Whistle Blowers Protection Act of 2014 enacted by the Parliament of India

Scope:

To report the following, but not limited to the below:

- Fraud, theft, embezzlement, bribery, kickbacks.
- Misuse of university assets.
- Violations of law, regulations, or executive orders.
- Academic or research misconduct.
- Health and safety violations.
- Breaches of university policies, unethical conduct, or conflict of interest.

Policy:

Definition:

A whistleblower may include employees, students, parents, vendors, sponsors, or any stakeholder associated with the University who makes a good-faith disclosure of unethical activities or potential misconduct.

A. Wrongful Conduct Concern ("Concern")

A violation of University policies; a violation of applicable local, State, and National laws; or the use of University property, resources, or authority for personal gain or other non-University-related purposes.

B. Protected Disclosure

Communication about actual or suspected wrongful conduct engaged in by a University faculty member, staff member, student worker, volunteer, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under University policies and/or applicable laws. Individuals who are aware of, or have reason to suspect wrongful conduct should report the conduct promptly.

Reporting Concerns

Concerns should be reported either verbally or in writing as soon as practicable to any one of the following:

1. The Provost or Vice President to whom the disclosing individual reports;
2. The following offices responsible for institutional compliance:
3. The following is the hotline to report concerns:

Handling Reporting Concerns

The office of the Provost will immediately report to the President about the disclosures and start investigations into the matter. If investigations reveal wrongdoing, appropriate punitive action would be taken against the offender.

Reporting Responsibility

It is the responsibility of all University representatives to report, in good faith, concerns they may have regarding actual or suspected activities which may be illegal or in violation of the University's policies with respect to, without limitation, fraud, theft, embezzlement, accounting, or auditing irregularities, bribery, kickbacks, and misuse of the University's accounting or auditing irregularities, bribery, kickbacks, and misuse of the University's assets, as well as any violations or suspected violations of high business and personal ethical standards.

No Retaliation

No University representative who in good faith reports a concern shall suffer intimidation, harassment, retaliation, discrimination, or adverse employment consequences because of such report. Any employee of the University who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing that the information disclosed may indicate a violation of a law, University policy and/or ethical standards. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

The University takes seriously its responsibility to enforce this Policy, and therefore encourages any person reporting a concern to identify him or herself so as to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a concern, University representatives can request that their report be treated in a confidential manner (including that the University takes reasonable steps

to ensure that the identity of the reporting person remains anonymous). Concerns may also be reported on an anonymous basis through the Integrity Hotline using the toll-free number

Concerns will be kept confidential to the extent possible, consistent with the need to conduct a thorough and complete investigation.

Records

The University will retain on a strictly confidential basis for a period of seven (7) Years (or otherwise as required under the University's Record Retention and Disposal Policies in effect from time to time) all records relating to any reported Concern and to the investigation and resolution thereof. All such records are confidential to the University, and such records will be considered privileged and confidential, subject only to a lawful subpoena or other recognized government authorities.

Distribution

The University shall inform and provide a copy of this Policy to all University employees, officers, directors, student workers, and all other persons or contractors who provide substantial service to AMET University.

Support System:

A Psychological Counsellor is available to all cadets 24x7 for advice and discussion and the Cadet Complaint Resolution Cycle (CCRC) starting with registering an online complaint and ending with the resolution of the grievance ensures all complaints are addressed in a given time frame and seen to resolution.

An annual training regards the policy will be organised post each annual or other review to familiarise the students and staff of the changes and the attendance log for the same maintained for inspection.

Recordkeeping & Communication:

All reported instances are recorded and made available for inspection.

Students will be advised in writing about the actions taken to close the incident.

Closure records for all cases and policy acknowledgment receipts from all stakeholders are maintained in a secure, central repository as part of the institutional audit trail.

Review of the Policy:

The Policy will be reviewed annually or after each major incident or change in the laws of the land.