



Government of Sindh  
Sindh Peoples Housing for Flood Affectees  
(SPHF)



## WHISTLE BLOWER POLICY

### 1. Introduction:

SPHF is committed to promoting transparency, integrity, and ethical behavior in all aspects of its operations. The purpose of this Whistleblower Policy is to provide a mechanism for employees, contractors, suppliers, and other stakeholders to report any concerns regarding unethical, illegal, or fraudulent activities within the organization. This policy outlines the procedures for reporting, investigating, and addressing such concerns in a confidential and impartial manner.

### 2. Scope:

This policy applies to all employees, contractors, suppliers, and other stakeholders of the company.

### 3. Reporting Mechanism:

- a) Individuals who become aware of any unethical, illegal, or fraudulent activities within the organization are encouraged to report their concerns promptly.
- b) Reports can be made verbally or in writing to any of the following:
- c) Immediate supervisor or manager
- d) Human Resources department (Manager HR & Admin)
- e) Whistle blower will be free to report directly to Chief Executive Officer, if the circumstances so require.
- f) Anonymous reports are accepted if supported by sufficient evidence, and confidentiality will be maintained to the extent possible, subject to legal requirements and the need to conduct a thorough investigation.

### 4. Protection Against Retaliation

The company prohibits retaliation against individuals who report concerns in good faith. Retaliation includes, but is not limited to, termination, demotion, harassment, or any adverse action.

Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

### 5. Investigation Process

Upon receiving a report, the company will conduct a prompt and impartial investigation by qualified personnel.

The investigation may involve gathering evidence, interviewing relevant parties, and consulting with legal counsel, as necessary.

The identity of the whistleblower will be kept confidential to the extent possible throughout the investigation process.

### 6. Corrective Action

If the investigation substantiates the reported concerns, appropriate corrective action will be taken promptly.



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Corrective action may include disciplinary action against employees involved in misconduct, implementation of improved controls and procedures, restitution, or other remedial measures.

**7. Reporting to Authorities**

In cases involving criminal activities or violations of law, the company reserves the right to report findings to relevant authorities, such as law enforcement agencies or regulatory bodies.

**8. Communication and Awareness**

This Whistleblower Policy will be communicated to all employees, contractors, suppliers, and other relevant stakeholders.

Training and awareness programs will be conducted periodically to ensure understanding of the policy and procedures.

**9. Record Keeping**

Records of all reports received, and actions taken will be maintained confidentially and securely.

**10. Reward:**

An employee who reports any unethical, illegal, or fraudulent activities and if it's in the favor of the company, the concerned employee will receive an appreciation certificate and monetary reward as decided by the Competent Authority.

**11. Conclusion**

By providing a mechanism for reporting concerns, SPHF demonstrates its commitment to maintaining a culture of integrity, accountability, and ethical conduct. We encourage all employees and stakeholders to come forward with any concerns they may have, knowing that they will be heard and treated with respect and confidentiality.

  
JAMIL AHMED  
Company Secretary  
Sindh Peoples Housing For  
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