



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

WHISTLEBLOWER POLICY

Introduction

The Indian Institute of Management Ahmedabad (IIMA) was set up as an institution that would be managed by a Society, the IIMA Society, created under the Societies Act. The Institute was to be run by a Board of Governors, constituted by the IIMA Society; the Board would have representation from all the relevant constituencies so as to reflect the multifarious needs of a developing nation. IIMA was, therefore, conceived as a Board-managed institution, free from the exclusive control of any one constituency. Thus, operational freedom is an integral part of the DNA of IIMA. From 31 January 2018, IIMA is governed by the IIM Act 2017 and IIM Rules 2018.

IIMA aims to continue to be recognized as a premier global management school operating at the frontiers of management education and practice while creating a progressive and sustainable impact on society. IIMA is committed to comply with all applicable laws of the country. IIMA believes that the conduct of all the stakeholders affiliated with the Institute should be fair, transparent and ethical. To support this, it is intended to spell out the Whistleblower Policy.

Scope

1. The Whistleblower Policy is applicable only to the employees and is meant to be a safeguard and protection to them. Violations will result in appropriate disciplinary/legal action. The person making a protected disclosure (whistleblower) is required to refer to the policy.
Here the term employee refers to permanent faculty members, permanent staff members and the employees appointed on Tenure Based Scaled Contract.
2. The details of the illegal acts/violations/unethical acts should be shared with the Institute.
3. The Whistleblower should support the Institute in conducting the enquiry as per the policy and provide relevant witnesses/proofs substantiating the allegations.

Procedure

1. The Whistleblower should address the details of the protected disclosure in writing through email to the email id whistleblower@iima.ac.in or in writing along with a

covering letter in legible handwriting in English or a regional language at following address:

Chairperson, Whistleblower Committee,
Indian Institute of Management Ahmedabad,
Vastrapur, Ahmedabad - 380015

2. The Whistleblower should disclose his/her/their name and contact details in the email or in the covering letter, to support the further investigation in a fair and transparent manner.
3. The identity of the Subject(s) and the Whistleblower will be kept confidential to the extent possible given the legitimate needs of law and the investigation. The Committee Members and other people involved in the investigation shall not disclose/discuss the matter with any other person/s during or after completion of the investigation.
4. Protection under this policy does not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistleblower knowing it to be false or bogus or with a bad intention.
5. Protected disclosures should be factual and not speculative or in the nature of a conclusion, and should contain as much specific information as possible to allow for a proper assessment of the nature and extent of the concern.
6. The protected disclosure will be thoroughly examined by the Whistleblower Committee, and if any of the Committee Members has conflict of interest with the subject matter, he/she/they will be recused from the investigation and other Committee Members will deal with the matter.
7. The Committee, if required, can invite (an) external investigator(s) for the purpose of the investigation.
8. The Subjects will be informed about the allegations for conducting a formal investigation and will be given opportunity to provide their inputs/witness(es)/proofs in the matter.
9. While conducting the enquiry, the Chairperson of the Committee will adhere to the principles of natural justice, other applicable laws and the Institute's service rules.
10. The investigations normally will be completed in 45 days. In exceptional cases, the investigation may go beyond 45 days.
11. No unfair treatment will be meted out to a Whistleblower by virtue of his/her/their having reported a protected disclosure under this policy. IIMA's Whistleblower Policy condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against Whistleblowers. Complete protection will, therefore, be given to Whistleblowers against any unfair practice such as retaliation, threat or intimidation of termination/suspension of service, disciplinary action, demotion, refusal of promotion or the like, including any direct or indirect use of authority, to obstruct the Whistleblower's right to continue to perform his/her/their duties/functions, including making further protected disclosures. IIMA will take steps to minimize difficulties which the Whistleblower may experience as a result of making the protected disclosure. Thus, if the Whistleblower is required to give evidence in the criminal or disciplinary proceedings, IIMA will arrange for the Whistleblower to receive advice about the procedure, etc.
12. Any other person assisting in the said investigation shall also be protected to the same extent as the Whistleblower.

E.D.

Decision

The Chairperson of the Whistleblower Committee will submit the investigation report to the Director of the Institute along with the details of the protected disclosure. If the Director is implicated, then the submission of the report is to be made to the Chairperson of the Audit Committee of the Board. If an investigation leads the Chairperson of the Whistleblower Committee to conclude that an improper or unethical act has been committed, the Chairperson of the Whistleblower Committee shall recommend to the Management to take such disciplinary or corrective action as he/she/they may deem fit. It is clarified that any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this policy shall adhere to the applicable disciplinary procedures.

The decision/action of the Institute in the matter will be informed to the Whistleblower. In case the Whistleblower is not satisfied with the decision/action of the Institute, he/she/they can appeal within 30 days of the receipt of the information to the Director of the Institute. If the Director is implicated, the appeal is to be made to the Chairperson of the Audit Committee of the Board.

Communication

The Whistleblower Policy will be kept on the IIMA Website and, by this, it will be construed that the persons to whom it is applicable have been given the copy of the Policy.

Retention of Documents

All protected disclosures, statements of witnesses or any other documented material along with the investigation report of the Committee shall be retained by the Chairperson for a period of 5 years or such other period as specified by any other law in force, whichever is more.

