



Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.



Policy on Whistleblowing

1. Introduction:

- 1.1. The Whistleblower Policy promotes openness, responsibility, and ethical behavior within the university. It encourages all university community members to disclose concerns or suspected misconduct without fear of retaliation. This policy applies to all institution officials, employees, faculty members, students, and external parties.
- 1.2. Scope of the Report: The scope of whistleblowing includes, but is not limited to:
 - 1.2.1. Fraud, embezzlement, or misappropriation of funds.
 - 1.2.2. Misuse of university assets or resources. Academic or scientific misconduct.
 - 1.2.3. Violation of university rules, regulations, or applicable laws.
 - 1.2.4. Health or safety hazards.
 - 1.2.5. Discrimination or intimidation.
 - 1.2.6. Competing interests.
 - 1.2.7. Additional unethical or illicit conduct.
- 1.3. The university is committed to protecting the privacy of whistleblowers and the information they provide. The whistleblower's identity will be kept secret to the extent law permits. Retaliation against anyone who makes a report in good faith is strictly forbidden, and those who engage in it will be subject to disciplinary action.

2. Reporting Channels:

- 2.1. The university encourages multiple reporting channels to guarantee whistleblowers' accessibility and anonymity. Options for reporting include:
 - 2.1.1. Direct Reporting: Whistleblowers can report concerns to their immediate supervisor, department chief, or other relevant authorities.
 - 2.1.2. Whistleblower Hotline: A third-party service will establish an anonymous hotline to receive confidential reports.
 - 2.1.3. Online Reporting: Whistleblowers can submit their concerns via a secure online platform.

3. Investigation and Review Procedure:

- 3.1. Upon receiving a report of whistleblowing, the designated authority will promptly initiate an investigation. The investigation team will consist of objective, non-involved individuals. The team will evaluate the evidence, interview appropriate parties, and take action based on its findings.

4. Protection for Whistleblowers

- 4.1. The university shall take all reasonable steps to protect the whistleblower's identity and prevent retaliation. If the whistleblower's identity becomes known, the university will take the necessary precautions to protect the individual from adverse actions.
- 4.2. The non-retaliation policy prohibits any form of retaliation against whistleblowers. If a person is found to have engaged in retaliatory behavior, they will face severe disciplinary measures, including potential termination or expulsion.

5. Reporting False Accusations

- 5.1. Intentionally making false or malevolent accusations is against the principle of this policy. Disciplinary action will be taken against those discovered to have knowingly provided incorrect information.

6. Communication and Awareness

- 6.1. The university will conduct regular awareness campaigns and training sessions to educate all university community members about the Whistleblower Policy and its significance in preserving an environment of integrity.
- 6.2. Standard Operating Procedure (SOP) for Enforcing the Policy on Whistleblowing:
 - 6.2.1. Appoint a Whistleblowing Officer (WBO) to receive, manage, and supervise whistleblowing reports.
 - 6.2.2. Ensure all university community members know the Whistleblower Policy through consistent communication and training sessions.

7. Establish Reporting Channels

- 7.1. Establish and promote multiple reporting channels, such as a hotline and an online platform, to encourage whistleblowing.

8. Receipt and Evaluation of Reports

- 8.1. The WBO will receive and acknowledge all reports on time and assign them to an investigation team.
- 8.2. The investigation team, headed by an impartial investigator, will comprehensively and unbiasedly evaluate each reported concern.

9. Protection Measures:

- 9.1. The university will take the necessary precautions to safeguard the whistleblower's identity and prevent retaliation.

10. Disciplinary Actions:

- 10.1. If misconduct is proven, the university will take appropriate disciplinary actions against those implicated following established procedures and policies.

11. Communication with Whistleblowers:

- 11.1. The WBO will maintain communication with whistleblowers, providing updates on the investigation's progress and outcome as much as feasible without compromising confidentiality.
- 11.2. Maintain comprehensive records of whistleblower reports, investigations, and actions to ensure accountability and transparency.
- 11.3. Review the Whistleblowing Policy and Standard Operating Procedures regularly to ensure they meet evolving best practices and legal requirements.