




WHISTLEBLOWING POLICY

IBS COLLEGE OF TVET

01st January 2024

Prepared by: Student Services	Reviewed by:	Approved by:	
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1. INTRODUCTION

IBS College is committed to maintaining the highest standards of integrity, ethics, and accountability. This Whistleblowing Policy outlines the procedures for reporting concerns or wrongdoing and provides protection to individuals who report such issues in good faith.

2. SCOPE

This policy applies to all students, staff, faculty, contractors, and stakeholders associated with IBS College.

3. DEFINITIONS

Whistleblower	Any individual who reports a concern or wrongdoing in good faith.
Concern or Wrongdoing	Any act or omission that is illegal, unethical, or violates IBS College policies or regulations.

4. PRINCIPLES

Confidentiality	The identity of whistleblowers and the details of their reports will be kept confidential to the extent permitted by law.
Protection	IBS College prohibits retaliation or adverse actions against whistleblowers who report concerns in good faith.
Fair Process	Investigations into concerns or wrongdoing will be conducted impartially, and all parties involved will be treated fairly.

5. REPORTING PROCEDURE

Whistleblowers are encouraged to report concerns or wrongdoing to their immediate supervisor, department head, or another appropriate authority within the IBS College.

Alternatively, concerns can be reported directly to the designated Whistleblowing Officer or through a confidential hotline or email address established for this purpose.

6. PROTECTION AGAINST RETALIATION

IBS College strictly prohibits retaliation against individuals who make good faith reports of concerns or wrongdoing.

Any individual found to have engaged in retaliation will be subject to disciplinary action, including termination or expulsion.

7. INVESTIGATION PROCESS

Upon receiving a report, the Whistleblowing Officer will initiate an impartial and confidential investigation.

Whistleblowers may be asked to provide additional information or participate in the investigation if necessary.

The IBS College will make reasonable efforts to complete the investigation promptly and thoroughly.

8. REPORTING OUTCOMES

Whistleblowers will be informed of the outcome of the investigation to the extent permitted by law and IBS College policy.

If appropriate, corrective actions will be taken to address concerns or wrongdoing.

9. ANONYMOUS REPORTING

IBS College recognizes that some individuals may wish to report concerns anonymously. Anonymous reports will be accepted and investigated to the extent possible.

10. FALSE REPORTS

Reporting concerns or wrongdoing that is known to be false or with malicious intent is strictly prohibited and may result in disciplinary action.

11. POLICY REVIEW


This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and alignment with legal and regulatory changes.

12. CONTACT INFORMATION

The contact details of the Whistleblowing Officer and the confidential reporting hotline or email address will be widely communicated to all stakeholders.

13. IMPLEMENTATION

This policy will be communicated to all students, staff, and stakeholders, and procedures will be made accessible through IBS College publications and the official website.

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