

Pakistan Islamia Higher Secondary School Sharjah



Whistle Blowing Policy (2024-2025)



Integrity, Accountability, Impartiality

Introduction

Pakistan Islamia Higher Secondary School is committed to high standards in all aspects of education and individuals' well-being and will treat whistleblowing seriously. The leadership and the staff are devoted to the effective running of the school and aim to provide children with the best education. The policy establishes a framework for employees and other relevant stakeholders to report concerns about unethical, illegal, malpractice, wrongdoing, or any other inappropriate activities within the premises. With the alignment of the governing board, the staff members are encouraged to openness and the concerns must be raised where needed so that the actions will be taken promptly and effectively.

Aims and Scope of the Policy

The policy aims to:

- ✓ Ensure a robust procedure for raising and handling concerns that might best operate
- ✓ Show no tolerance for malpractice, injustice, or discrimination
- ✓ Show no tolerance to victimization and practice of unethical conduct
- ✓ Provide safe and clear opportunities to raise concerns
- ✓ Ensure the purpose of the whistleblowing policy is appropriately met and regulated
- ✓ Reassure staff that their concerns are listened to and responded
- ✓ Reassure staff that they can raise genuine concerns without any fear of losing their job or any other type of retributive action
- ✓ Respect the confidentiality of the employee to provide a safe channel for expressing their concerns
- ✓ Value the integrity and sanctity of every employee to develop a culture of support and reverence for each other

Application of the Policy

This policy applies to:

- All Employees
- Students
- Stakeholders
- Contractors
- Volunteers
- Suppliers
- Partners working with the organization

The System of Whistleblowing at PIHSS

PIHSS has a robust mechanism to provide routes to individuals who have concerns and desire a smooth and conducive environment throughout the school that is fair and free from discrimination. There are three established channels to report



Roles and Responsibilities

For a fair and transparent system at the workplace, PIHSS appoints some roles and responsibilities.

- ✓ The establishment of an agreeable whistleblowing procedure
- ✓ Monitor the effectiveness of the policy and its regular reviewing
- ✓ Ensure all members of the staff have access to this policy and its complete understanding
- ✓ A proper mechanism to investigate the concerns of the staff under the legislation of the head of sections and the vice principal
- ✓ The leadership provides surety that the concerns are delivered through a proper channel and work according to the framework

- ✓ The leadership takes necessary actions against members of the staff who is the part of malpractice or hindering any fair investigation
- ✓ Ensure that the guidelines of the governing board on whistleblowing are regularly practiced and effectively implemented

Disciplinary Procedure in Case of False Reporting

Pakistan Islamia Higher Secondary School prohibits any form of retribution against individuals who make good faith reports or even the report is mistakenly submitted. However, any intentional false reporting to harm others will be subject to disciplinary action, up to and including termination

Whistleblowing for Non-Employees

PIHSS does not protect the rights of the non-employees of the organization as far as whistleblowing is concerned. However, harassment, rudeness, or discrimination against any non-employee will not be tolerated by the school. If any non-employee feels any victimization of unfair behaviors, they can complain about the school's complaints policy.

The Expected Culture of Change at PIHSS:

PIHSS values the personal integrity of everyone who directly or indirectly belongs to the school. The culture that we desire and will work its successful implementation is:

- Safety of each person in the school
- Enhancing an environment of confidence in each other
- No tolerance for bullying behavior
- Visibility of effective leadership
- Value the staff
- Empathy and Sympathy for everyone

The Practices to Avoid:

PIHSS outlines the practices that hinder the smooth flow of work in the organization and create disharmony and lack of trust among the staff. These practices are:

- ✓ To show non-compliance with the statutory regulations and laws
- ✓ Wrong use of administrative role
- ✓ To show an anomaly in school funds
- ✓ To commit a felony or fraud that can damage the school's image
- ✓ Breaching the rules of the policy even after complete knowledge and understanding
- ✓ Mistreating any member of the community based on personal bias or prejudice
- ✓ Assisting in hiding any issue that requires immediate action and solution

Types of Information to Raise Concerns

The context of the concern	The raised concern must have a background or history to refer to so that it may avoid excessive questions and leave no room for ambiguity
Relevant Name, date, and the place	When providing information about any issue, the complaint must include the name, place, and the date it happened to provide the receiver with a clearer idea of the fact
The reason behind the concern raising	The concern must mention the reason for which it has been brought into the knowledge and what aspect of the school standards can be improved if it is addressed timely and effectively.

Compliance with the Applicable Laws:

Pakistan Islamia Higher Secondary School will ensure that this whistleblowing policy complies with all applicable local, state, and federal laws.

Review of the Policy

This policy will be periodically reviewed to ensure its effectiveness and relevance. Any changes made to this policy will be communicated to all members of staff.
