



Whistleblowing Policy and Procedure

1. Introduction

BRAC University is committed to upholding a safe, legal, and complaint campus for all its students, faculties, management and staffs of a university. To ensure that, it strives for integrity, which means it creates a transparent and accountable campus environment. Therefore to ascertain all its students, faculties, staffs, managements and operations are functioning as per law, BRAC University is going to introduce the whistleblowing policy, to enable everyone (related to the university) to report unethical or any other behavior that potentially breaches the standards and policies of BRAC University, on the basis of anonymity and protection.

2. Scope

The policy applies to everyone within the campus including all Institutes and Schools, Departments, Courses, Semesters, Programs, Residential and Non-residential, Dormitory of BRAC University. In addition, the policy will also apply to harassments taking place during field trips, social gatherings, convocation, group studying, workshops etc. in the course of studying or employment and even after office hours. Any behavior contrary to the policies and code of conduct can be reported under this policy. The following is a non-exhaustive list of incidents involving anyone of BRAC University that can be reported:

- abuse
- sexual harassment
- intimidation
- violence
- bullying
- humiliation
- neglect
- exploitation
- discrimination
- damage to the assets or property
- Incidents that maybe damaging to the institution's reputation.

3. Definitions

3.1 Whistleblowing

Bringing to the institution's attention activities that may potentially be illegal, unethical or in breach of the policies, standards and regulations.

3.2 Reprisal

An act of retaliation as a result of a complaint. For example: the threat of getting rusticated/ suspended, losing one's job or employment related benefit because the person made a complaint.

3.3 Anonymity

The identity and other personal details of the complainant remaining confidential and anonymous

4. Reporting

Complaints or allegations can be made to:

- 4.1. Human Resources/Person of Trust PoT
- 4.2. A separate complaint body (if available)
- 4.3. Concerned Department/ Senior Management

The complaints can be made directly by email/ letter/ hotline/ other grievance channels to the human resource department or concerned department/ senior management. However, if there is a separate complaint handling body, all complaints should be forwarded to it.

Proper Channels:

- **Direct Complaint:** Complaints can be lodged through letters, phone calls, and emails immediately through the following ways:
- **Calls:** Anyone can call to lodge a complaint 24/7 through the helpline number **+8801729071209 or +8809617445235**
- **Emails:** Complaint can be lodged directly to the Proctor's Office in person or in writing (proctor@bracu.ac.bd).
- Complaints can also be lodged directly to SHBREC administration in writing [shbrec@bracu.ac.bd (proposed)] or in person to [SHBREC Administrator (Senior Officer-SHBREC) (yet to be appointed)].
- The incidents involve students and staff, complaint can also be lodged indirectly to Persons of Trust (PoT)/Student Counsellor/Proctor's Office/HRD.
- **Indirect Complaint:** Those which are initiated on behalf of the survivors. If the survivors feel uncomfortable, he/she can inform the immediate supervisor for further actions.

NOTE: Complaints or allegations regarding sexual exploitation can be made directly to Sexual Harassment, Bullying and Ragging Elimination Committee (SHBREC) of BRAC University by email or dialing the hotline number.

5. Whistle Blowing process

The whistle blowing process shall be as follows:

- 5.1 The whistleblower will notify the authorities through email/helpline
- 5.2 Upon receiving the complaint, the authorities will forward it to the SHBREC.
- 5.3 SHBREC shall evaluate prima facie case and send the complaint to the inquiry unit to probe the issue, if primary evidence is found.
- 5.4 A team will be formed consisting of a man and a woman to conduct the inquiry.
- 5.5 After the inquiry, the review team will provide a charge-sheet/allegation nama to the accused person.
- 5.6 The inquiry report will be forwarded to the SHBREC Forum for a final decision.
- 5.7 The decision will be sent to HR/ register office for implementation and subsequent follow up (upto 1 year).

6. Protection of Whistleblower

No action will be taken against the student/faculty/ management/ staff or anyone for reporting through this channel or for cooperating with the inquiry. Disciplinary proceedings may be initiated against any person who is proved to have retaliated against a whistleblower or persons assisting by providing evidence to investigators. All reasonable steps will be taken by BRAC University personnel to maintain the highest level of confidentiality. Should the situation arise where the issue cannot be properly investigated and/ or resolved without disclosing the individual's identity, the responsible designated officer handling the complaint will inform the whistleblower and will discuss whether and how the investigation may proceed. Any unwarranted breach of confidentiality under this circumstance may give rise to disciplinary action.

7. Prevention

One of main priorities of BRAC University is to prevent sexual harassment and uphold a safe campus. The preventive measures will be:

- Orientation about current Campus Sexual Harassment and Violence policy during onboarding.
- Refresher training for all after certain intervals
- Circulate/ display a short version of policy procedures at all locations within BRAC University establishment
- Circulate leaflet/ poster/ booklet and include the messages in the related stationery items.

Note: The whole process will not take more than 60 days after a complaint has been lodged.

8. Review of policy and procedure

The policy will be reviewed yearly or when any law will be changed, or when it is shown necessary that additional issues need to be identified and addressed, such as with a significant change in context or program or change to legislation.