



Whistle blowing policy

PARC provides, encourages and motivates employees to provide any information related to any violation committed, or any surpassing systems that causes damages to the institution's reputation and image.

1. This policy is dedicated to employees at the association to protect other policies, to ensure the activation of policies at the practical application and to enhance the regulated values of the work.
2. The association provides the right for employee to set a complaint against any functional levels without feeling afraid, threatened, tension, or deprived from benefits that the association provide.
3. This policy ensures a high confidential method in tackling complaints, regardless of the position of employee who set these complaints.
4. This policy includes specifically informing the violations committed about bribery, fraud, misusing power incompliance with implementing systems and instructions, Funding Donors requirements, and any threat to the safety of the working employees and beneficiaries.

5. The association is committed to tackle and solve any violations aroused in a just, fair and appropriate way that is agreed upon with other policies.
6. The association is committed to not impose pressure or sanctions against any employee, who charges complaint among others.
7. The association is committed to inform the whistle blower of the person/body that will conduct such investigations.
8. Submitting a potential for committing such acts to the Direct Manager or the Financial and Administrative manager will be necessary.
9. If the employee feels that is not able to report a complaint to the specified supervisors that previously mentioned, then the employee has the right to refer back to the General Director or the chairman of the Board of directors through the General Director.
10. The association is committed to keep the source of information confidential unless solving the problem requires addressing him/her. In this case informing the employee before addressing his name will be necessary.

Responsibility:

- The board of director and managers will be responsible of implementing this policy in their field of work and is subjected to the administrative responsibility.

Documentation and Retention

- The policy will be kept with the financial and Administrative department manager.

Amendments:

- Modifying this policy will be in the specified stations for revision and any suggestion on this policy will be submitted to the financial and administrative department.

Reviewing:

- This document is reviewed annually by a committee consisted of the financial and administrative manager, the head of division for the administrative affairs and the General Director.