



CENTRAL POWER PURCHASING AGENCY (CPPA-G) WHISTLEBLOWING POLICY *(Speak Up with Confidence)*



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PREAMBLE OF THE WHISTLEBLOWING POLICY:

The Management of CPPAG is committed to the best Corporate Governance Practices for safeguarding the public trust of People of Pakistan. The objective is to introduce this policy under the guidelines of Corporate Governance Rules, 2019 applicable for all public sector companies.

The Whistleblowing Policy encourages a culture where wrongdoing can be addressed quickly and potentially before any regulatory action or damage to reputation is caused. It also reinforces the employee's importance of duty in matters of confidentiality related to CPPA-G operations and core businesses. This policy clarifies and extends the scope of **Chapter 22 of HR Manual** of CPPA-G, thereby, providing concrete guidelines for the reporting, execution, protection and overall management of whistleblowing matter.

DEFINITIONS:

“Allegations” means accusing before proving with evidence.

“CEO” means the person holding the office of Chief Executive Officer.

“Company” means CPPAG.

“Confidential Information” means any information that is by its nature confidential or sensitive and/or not generally available to the public.

“Detrimental Action” means causing loss or damage, intimidation or harassment, discrimination, disadvantage or adverse treatment in relation to employment, career, profession, trade or business.

“Employee” means any employee of the Company and shall include contract staff, consultants, temporary employees and interns.

“Fraud” means the commission of an illegal act or omission of legal duty by an employee of the company either for personal gain or for deliberately causing loss to the company.

“Improper Conduct” generally means any conduct which if proved, constitutes the wrongdoing or malpractice and may include any impropriety in operations of the organization.

“Management” means Officers/Senior Officers, Heads of Department, / Functional Head, Decision Makers and the CEO.

“Policy” means Whistleblowing Policy and related procedures of the CPPA.

“Victimization” means unwarranted singling out of any employee or group of employees for subjection to crime, exploitation, tort (Offence), unfair treatment, or other wrong.

“Whistleblowing” means the voluntary disclosure of a complaint by a whistle blower to the Whistleblowing Unit of the company.

“Whistle-blower” means a person that makes a report of Improper Conduct under this Policy.

“Whistle Blower Unit” means the organization unit of the Company which is handling all concerns raised under the Whistleblowing Policy.

1. POLICY STATEMENT:

Whistleblowing policy has been prepared in compliance with the applicable federal laws, policy clearly defines its scope, applicability, reporting mechanism, complaint handling procedure and protection mechanism to safeguard whistleblower from any discriminatory or retaliatory actions.

The office of Company Secretary is the custodian of this policy and is subject to amendments, from time to time, in case of any relevant enactments, local or federal laws or considering further BOD directions regarding whistleblowing policy.

2. BACKGROUND INFORMATION:

Central Power Purchasing Agency is a public limited company registered under Companies ordinance, 1984 and working under the functional control of Power Division (Ministry of Energy). As per the guidelines of "Corporate Governance Rules 2013", amended from time to time, it is mandatory for a public limited company to have a formal Whistleblowing Policy intact in line with the prevailing legal and binding regulations as issued by the Government of Pakistan. Furthermore, CPPAG Whistleblowing Policy has been drafted keeping in view the overall directions from Cabinet Division, through the Act passed by National Assembly in 2019, "Whistle Blower Protection and Vigilance Commission Act, 2019" which is applicable to Public Sector Enterprise (PSE's) in Pakistan.

3. OBJECTIVES OF THE POLICY:

The purpose of this policy is to provide guidelines to establish an objective and impartial process for prevention, detection and remedial measures of unethical behavior, corruption and fraudulent activities that may cause damage to the CPPAG assets or reputation. Implementation of this policy would ensure a safe, ethical and productive working environment free from any prejudice, harassment, fraud or other malpractices.

This Whistleblowing Policy, therefore, shall be fundamental to CPPA-G'S professional integrity. In addition to reinforcing the values that CPPA-G places on staff & officers to be honest and respected members of society; it provides a method of properly addressing bona fide concerns that individuals or groups within or outside of CPPA-G might have related to CPPA-G's operations. It also offers whistleblower protection from victimization, harassment or disciplinary proceedings if the whistleblower acts in good faith and has no malicious intent. In order to safeguarding the company's assets, reputation and business relationships, this policy encourages and enables all employees, contractors, suppliers,

customers and other stakeholders of the company to raise their concerns rather than overlooking them.

4. DEFINITION OF A WHISTLEBLOWING:

Whistleblowing is confidential disclosure by an individual, or a group of people, of any concern encounter in the workplace relating to a perceived wrongdoing or malpractices. The whistle-blower must identify him or herself, according to the procedure adopted in this document. This will be kept confidential by the whistleblowing handling unit.

5. SCOPE & APPLICABILITY:

It should be emphasized that this policy is meant to assist individuals and groups who believe they have discovered malpractice or impropriety in operations of the organization. It is not designed to question program, financial or business decisions taken by CPPA-G.

This policy covers situations where an individual or groups of people (whistleblowers) raise a concern about a risk, malpractice or wrongdoing that involves and affects CPPA-G.

This policy applies to everyone who carries out for CPPA-G, any responsibility including:

- All members of the Board of Governors of CPPA-G
- All employees of CPPA-G
- Partners/contractors/suppliers of CPPA-G

6. COMPLAINTS COVERED IN THE WHISTLEBLOWING POLICY:

Following are key/potential concern areas which can lead to a complaint by any individual or group of individuals under Whistleblowing Policy:

- Corruption and bribery;
- Workplace harassment;
- Misappropriation of financial data/reports;
- Misuse of company's assets;
- Violation of applicable laws and regulations;
- Actions raising safety, security, and environmental concerns;
- Damage to company's reputation or business;
- Violation / non-compliance of company's policies / procedures;
- Unauthorized use of CPPAG assets;

- Health and safety risks, including risks to the public as well as other employees;
- Damage to the working environment and corporate image of CPPAG;
- Illegal use of sensitive company data and official information;
- Actions which are unprofessional, inappropriate or in conflict with a general understanding of what is right or wrong / unethical.

7. COMPLAINTS OUTSIDE THE SCOPE OF WHISTLEBLOWING POLICY:

Whistleblowing Policy does not cover personal grievances and career related issues like promotions, transfers, relocations, trainings etc. for which separate procedures are in place. The policy shall not take into consideration any anonymous concerns or complaints.

8. CONDUCT OF WHISTLEBLOWER:

A whistleblower is an individual within or outside the organization, who raises concern over actions which are based on mala fide intent. The criteria are described below:

8.1 CRITERIA FOR QUALIFYING COMPLAINT:

- Act in good faith;
- Have reasonable grounds to suspect that the protected disclosure indicates that the company or regulated person has contravened or intends to contravene any administrative legislation;
- Refrain from making false accusations;
- Take reasonable care to protect sensitive information and restrict disclosure to the irrelevant persons/authority;
- Shall only disclose the details which are related with the violations;
- Ensure that the protected disclosure is accurate and complete to the best of his/her knowledge and belief;
- Provide original information;
- Provide information voluntarily.

9. PROPOSED WHISTLEBLOWING UNIT:

Since no mechanism is defined in current Management Grid, so there is a need to establish a Whistleblowing Unit, as per the compliance of public sector entities and corporate governance rules. Proposed Whistleblowing Unit is as under:

Chief Executive Officer	(CPPAG)	Chairman
Chief Legal Officer	(CPPAG)	Member
Chief (HR&A) Officer	(CPPAG)	Member
Chief Internal Auditor	(CPPAG)	Secretary

9.1 Reserve Members of Whistleblowing Unit:

Following are the reserve members of the WBU and the Chairman WBU (CEO) at his/her discretion can necessitate them in WBU based on the nature of the complaint.

Chief Information Officer (CPPAG)	Reserve Member
Chief Technical Officer (CPPAG)	Reserve Member
Chief Financial Officer (CPPAG)	Reserve Member

10. COMPLAINT REPORTING GENERAL GUIDELINES:

10.1 MATERIAL OF COMPLAINT:

Any employee, contractor or stakeholder who believes that he/she has been a victim of discrimination, injustice, or becomes aware of any activity which is not in the best interests of the company or breaches the Code of Conduct of company or law at large should immediately report the issue.

10.2 CONFIDENTIALITY OF THE COMPLAINT:

Confidentiality of all complaints would be ensured, and appropriate remedial action would be taken after thorough verification/investigation of underlying facts and details.

10.3 INDEMNITY OF COMPLAINT:

Whistle blowing complaints can be raised through below mentioned communication means or by directly approaching the **Whistleblowing Unit** created in this policy:

For communication of complaints, the following modes should be used for communicated:

By email: whistle@cppa.gov.pk

By mailing address: Central Power Purchasing Agency, Shaheen Plaza, Plot No 73-West, A. K. Fazal e Haq Road, G-7/4, Blue Area Islamabad.

By Telephone: 051-111-922-772, Ext: (Manager Internal Audit)

11. COMPLAINT HANDLING PROCEDURE:

11.1 ASSIGNING CODE TO COMPLAINT:

Each whistle blower report received by the Whistleblowing Unit shall be assigned a code that will be used in the subsequent investigation and reporting of the concern.

11.2 INITIAL ASSESSMENT:

Initial inquiries and assessments will be made by the Chairman WBU in consultation with other members to determine whether an investigation is appropriate. Some trivial concerns may be resolved by agreed action without initiating formal investigation.

11.3 APPROVAL OF FORMAL INQUIRY:

An investigation will only be conducted if available information is sufficiently specific and if it contains adequate corroborating evidence to warrant an investigation.

11.4 DISASSOCIATION OF ANY MEMBERS FROM WHISTLEBLOWING UNIT:

As per the directions of standard operating procedures, applicable in all public sector companies, for equitable implementation and fair treatment, it is very important to devise certain controls, on every individual serving in the organization at all levels, therefore, the following grid is recommended to make sure transparency is practiced at all levels within the organization:

11.4.1 DISASSOCIATION IN CASE OF COMPLAINT AGAINST WBU MEMBER:

If any complaint received regarding the member of WBU or, the member will voluntarily disassociate himself from the committee to ensure impartiality and transparency.

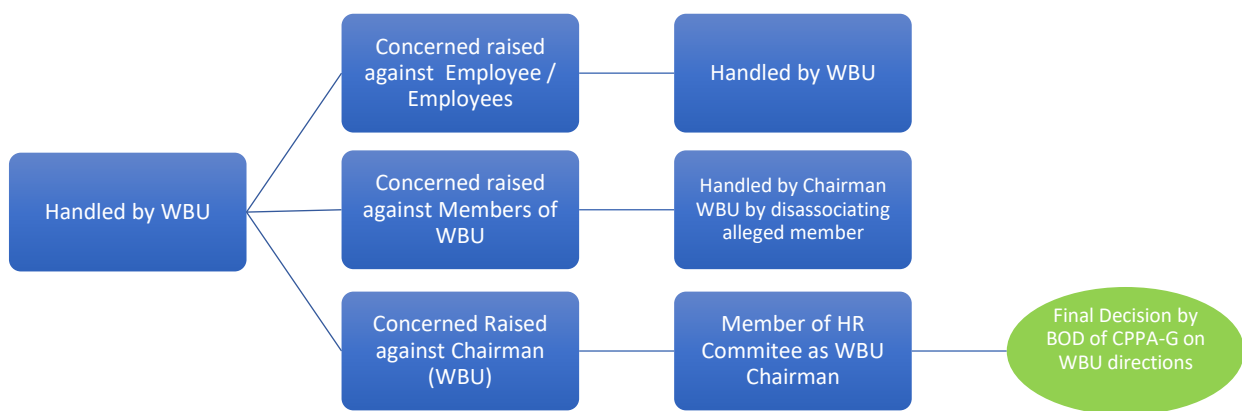
11.4.2 DISASSOCIATION IN CASE OF COMPLAINT FUNCTIONAL HEAD/CHIEF:

If any complaint received regarding the functional head/Chief of any department, **the Secretary WBU i.e. Chief Internal Auditor**, will escalate the query to the HR Committee, and HR Committee of BOD, at its discretion, may nominate the initial inquiry office that may be Chairman WBU or any member of HR Committee, to ensure impartiality and transparency.

11.4.3 IN CASE WHERE WBU RECEIVES COMPLAINT AGAINST CHAIRMAN WBU:

In special circumstances, where WBU receives a complaint against Chairman WBU i.e. CEO CPPAG, following steps will be taken to ensure transparency:

- Chairman WBU will immediately disassociate him or herself from the WBU;
- Secretary WBU will immediately inform HR Committee of BOD CPPAG for guidance and further action;
- HR Committee will nominate a member from HR Committee and selected members of WBU Committee to initiate the investigation of the complaint received.



11.5 NOMINATION OF FUNCTIONAL SPECIALIST:

The Whistleblowing Unit in consultation with respective head of department shall nominate a person either from within the department and/or from any other department to investigate the concern.

11.6 ACCESS OF INFORMATION:

A person who is investigating any concern under this policy shall be empowered to seek information from the relevant persons and the concerned departments of the Company shall also cooperate with him.

11.7 TIMELINES OF INVESTIGATION:

The investigation will be preferably completed within **thirty (30) days** from the lodging of concern.

11.8 ACKNOWLEDGMENT OF COMPLAINT:

The Whistleblowing Unit shall acknowledge receipt to the whistle-blower within **seven (07) days** of receipt of the concern, with the indication that the matter will be dealt with as per Company policy.

11.9 FINDINGS OF FORMAL INQUIRY:

At the end of the investigation, a written report that provides the findings, basis of findings and a conclusion is to be submitted to the Chief Executive Officer CPPAG.

11.10 REMEDIAL MEASURES & DISPOSAL OF COMPLAINT:

Whistleblowing Unit should mutually decide about disposal of the concern and disseminate messages across the Company for avoidance of such incidents in the future.

11.11 ANNUAL PROGRESS OF WBU IN ANNUAL REPORT:

Yearly Summary of the concerns raised, and their disposal will be reflected in Annual Report of the Company.

12. INFORMATION REQUIRED FROM WHISTLEBLOWER:

The whistleblower should state the facts with as much specific information as possible so that the allegations can be investigated. The whistleblower should not speculate or draw conclusions and should be prepared to be questioned further.

Below are basic questions the whistleblower should answer to help describe the situation in his/her complaint:

12.1 QUESTIONNAIRE OF WHISTLEBLOWER:

- Identify the person(s) engaged in the wrongdoing.
- Identify, if any possibility of involvement of management is also to be investigated.
- Identify the nature of wrongdoing, the specifics of the incident and violation as well as possible duration of the violation, if known.
- Provide details of how the whistleblower became aware of the violation and provide all details regarding the alleged violation, including the locations of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of this situation.

12.2 REQUIRED CREDENTIALS OF WHISTLEBLOWER:

CPPA-G requires whistleblower to identify him or herself by providing:

- Name & Father's Name
- Date of birth
- CNIC #
- Phone #
- Employee ID # (if from CPPA-G)

Anonymous calls will neither be entertained nor investigated, in order to guard against potential abuse of this policy.

12.3 CONFIDENTIALITY & PROTECTION OF COMPLAINANT:

The Whistleblower is protected from victimization, harassment or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not malicious and/ or for personal gain. Disclosure will be investigated completely including interviews with all the witnesses and other parties involved. The identity of the whistleblower will be held confidential at all stages by the Unit handling whistleblowing.

13. INVESTIGATION PROCEDURE & CODAL FORMALITIES:

Upon receipt of such a violation, a proper investigation procedure completing all codal formalities will be initiated. A fact-finding investigation shall be launched at the initial stage to find out all relevant facts of the case. The preliminary investigation shall determine if a full investigation would be undertaken and allocate the competent authority in such a case. If the whistleblower had a reasonable belief that an improper CPPA-G activity has occurred and made a good faith report that disclosed or demonstrated an intention to report the activity, it must be a protected disclosure under the policy.

If the whistleblower knowingly or recklessly made an allegation or disclosure that proves to be unsubstantiated, he or she may be subject to disciplinary action.

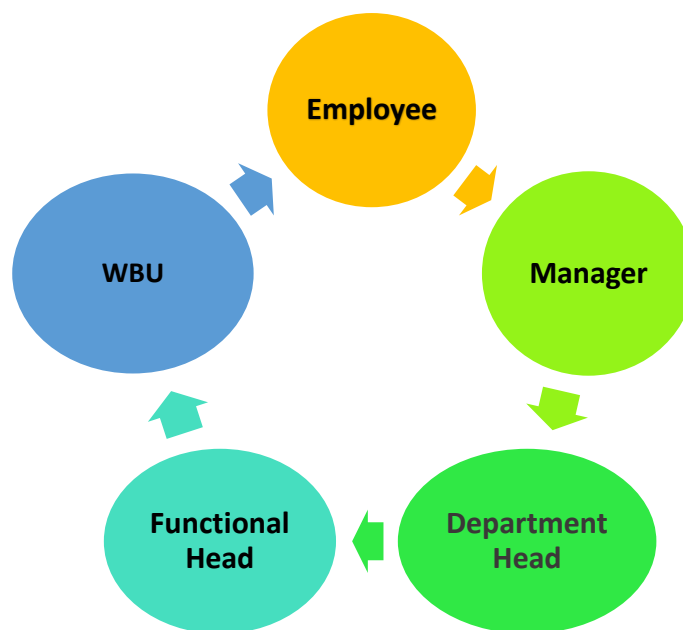
Lastly, if the allegation is proven incorrect, any disciplinary action shall be determined by management and shall be administered in accordance with applicable employee conduct and disciplinary procedures.

13.1 LODGING A REPORT OF IMPROPER CONDUCT:**13.1.1 REPORTS BY EMPLOYEES:**

1. An employee is advised and urged to report an improper conduct as soon as he/she discovers the commission or an intended commission of an improper conduct or if he/she is instructed to participate in any improper

conduct. If an employee becomes directly involved in the improper conduct, the protection under the policy may not be available to that employee.

2. An employee shall make a confidential report of improper conduct in writing using the form appended to this policy. The report must provide full details of the improper conduct and, where possible, supporting evidence.
3. The report must be made directly to the Whistleblowing Unit. The report to be made to concerned committee may be submitted in a sealed envelope marked "Confidential" and addressed to any member of the relevant committee or through internal communication mechanisms.



- (a) In case of reports sent through e-mail, it is recommended to mark the subject as '**CPPA Whistleblower**' for ease of identification.
- (b) Although the whistleblower is not expected to prove the truth of an allegation, he/she needs to demonstrate to the person contacted that there are enough grounds for concern.

13.1.2 INVESTIGATING ALLEGED MISCONDUCT OR IMPROPER ACTIVITIES:

- (a) For a quick overview, please refer to the flowchart of investigation procedures. (**Annex C**)
- (b) The whistleblowing unit members shall meet to discuss about the action/investigation on the reports received from whistleblower. The committee may also exclude from its meetings any persons it deems appropriate, depending on the nature of the complaint.

- (c) The committee members have the responsibility to conduct the investigations. In addition, other parties may also be involved in the investigations.
- (d) The committee members will ensure investigations are carried out using appropriate channels, resources and expertise.
- (e) Some concerns may be resolved by agreed action without the need for an investigation. Concerns about allegations which fall within the scope of specific procedures of CPPA will be referred for consideration under those procedures.
- (f) The committee members will report to the committee chairman (CEO), if required, on a periodic basis about the reports received and actions taken.
- (g) The management reserves the right to make any decision based on the findings by the committee.

13.2 PRELIMINARY INVESTIGATION:

The authorized officer will conduct a preliminary investigation of every report of improper conduct received to determine whether there are merits to initiate a full investigation.

13.2.1 FINDINGS OF PRELIMINARY INVESTIGATION:

The findings of the preliminary investigation and recommendation shall be referred to the concerned committee for a decision on whether to close the case or to proceed to a full investigation of the allegations.

Upon review of the findings of the preliminary investigation, the Committee may:

- Instruct the matter to be closed in the event the preliminary findings clearly indicate that there are no circumstances that warrant a full investigation; or
- Instruct the relevant officer to commence a full investigation in the event the preliminary findings clearly indicate suspicious circumstance and where the CEO is not involved. The committee may delegate the oversight of the investigation and review of results of the investigation to the CEO; or
- In cases where the preliminary findings discloses a possible criminal offence, the consultation with the legal advisors (internal and/or external), decide if the matter should be referred to the relevant authorities, such as the police or the anti-corruption commission for further action; or

- Determine any other course of action that the committee members deem fit having regard to the circumstances of the matter reported and the fairness of the conduct of any investigation. If the matter is closed, the committee will inform the company final authorities/whistleblower that the matter is closed.

13.2.2 MATTER REFERRED TO LEGAL BODIES:

If the matter is to be referred to the authorities, subject to any legal requirements or prohibitions, the committee members will inform the company authorities/whistleblower that the matter has been referred to the concerned legal bodies.

In the event a full investigation is to be carried out, the committee will inform the whistleblower of the conduct of a full investigation and the whistleblower shall give his/her full cooperation during the conduct of the investigation.

13.3 FULL INVESTIGATION:

In the event a full investigation is to be conducted, the concerned officers shall conduct the investigation and endeavour to complete such investigation within **one month**. Any extension of the time required for the completion of the investigation shall be subject to the committee's approval.

In the event a full investigation is being conducted, all concerned employees shall give their full cooperation to any investigation conducted.

In the event a full investigation is to be conducted on a report of improper conduct by the CEO or the committee decides to appoint an external independent part to conduct or to assist in conducting the investigation, the terms of appointment of the said external independent party shall be approved by the committee.

All information, documents, records and reports relating to the investigation of an improper conduct shall be kept securely to ensure its confidentiality.

13.3.1 FINDINGS OF INVESTIGATION:

Upon the conclusion of an investigation in a case where the CEO is not implicated, the investigation report shall be reviewed by the CEO. Upon the review of such investigation report, the CEO shall determine whether the allegation could be substantiated or not. In the event the allegation is substantiated, the CEO will identify and recommend the corrective action to

be taken to mitigate the risks of such improper conduct recurring and recommend if disciplinary action is to be taken against the wrongdoer.

Upon the conclusion of an investigation in a case where the CEO is implicated, the committee shall review the investigation report. Upon the review of such investigation report, the committee members shall determine whether the allegation could be substantiated or not. In the event the allegation could be substantiated, the committee will identify and recommend the corrective action to be taken to mitigate the risks of such improper conduct recurring and recommend if disciplinary action is to be taken against the wrongdoer.

13.4 DECISION:

In case where the CEO reviewed the investigation and made a determination whether the allegation was substantiated or not, a final report together with recommendation of the CEO will be tabled to the committee. The committee will review the final report and decide on the corrective action to be taken and/or the disciplinary action to be taken (if any).

Subject to any prohibition in law or any legal requirements, the committee will inform the whistleblower that the investigation has been completed and the findings have been presented to the authority as the case may be. As the findings are confidential, the details of the findings will not be disclosed to the whistleblower.

13.5 CORRECTIVE ACTION:

The committee/management shall carry out the decisions of the CEO in relation to the findings of the investigation.

Where applicable, the management shall institute the appropriate controls to prevent any further wrongdoings or damage to the company.

13.6 DISCIPLINARY ACTION:

Any disciplinary action against any employee, the CEO or Committee will be carried out in accordance with the procedures for disciplinary action stipulated in the human resources manual.

14. PROTECTION MECHANISM TO SAFEGUARD WHISTLEBLOWER:

14.1 MANAGEMENT RESOLVE:

CPPAG conducts business based on the principles of fairness, honesty, openness, decency, integrity and respect. This document addresses the commitment of

CPPA (the "Company") to have integrity and ethical behavior by helping to foster and maintain an environment where employees' productivity is at par can act appropriately, without fear of retaliation.

The policy ensures that all kinds of whistleblowers should have comprehensive protection against discriminatory or retaliatory actions and victimization.

14.2 PROTECTION MEASURES FOR WHISTLEBLOWER:

- I. Broad employment protections should be provided to whistleblowers including direct or indirect disciplinary action, dismissal or discrimination, particularly with regards to remuneration, training, classification and reclassification, assignment, qualification, professional promotion, transfer or contract renewal.
- II. Any Employee who makes a report of Improper Conduct in good faith shall not be subject to unfair dismissal, victimization, demotion, suspension, intimidation or harassment, discrimination, any action causing injury, loss or damage or any other retaliatory actions ("Detrimental Action") by the Company.
- III. Any Employee who files a report of improper conduct in good faith and who has been subject to detrimental action may lodge a complaint pursuant to this Policy.

An employee who takes any detrimental action against any employee who has made a report of improper conduct in good faith shall be subject to disciplinary action (which may include termination of employment).

Any person having knowledge especially Whistleblowing unit of a report of improper conduct shall make all reasonable efforts to maintain the confidentiality of the matter; in particular the identification of the Whistleblower.

15. RESPONSIBILITY OF WHISTLEBLOWER:

To avoid jeopardy in any investigation, the whistleblower shall make all reasonable efforts to maintain the confidentiality of the confidential information, in particular, the fact that a report has been filed, the nature of the improper conduct and the identity of the person (s) who have allegedly committed the improper conduct. Any person who obtains any confidential information during any investigation of an allegation of improper conduct shall not disclose any confidential information or any part thereof.

15.1 DENIAL OF PROTECTION TO COMPLAINANT/WHISTLE BLOWER:

The Employee may not avail him/herself to the protection against detrimental action mentioned above in the following circumstances:

- a. If the report of Improper Conduct is not made in good faith; or
- b. If the Employee him/herself has participated in the improper conduct reported; or
- c. The report of improper conduct is made solely or substantially with the motive of avoiding dismissal or other disciplinary action; or
- d. The employee breaches his/her obligations of confidentiality under this policy.

16. REWARDS AND PUNISHMENT:

As a result of Whistleblower Information, made by the Whistleblower under this policy, he/she shall be rewarded:

1. Letter of Appreciation
2. Ten percent of the recovered amount
3. 2% of additional increment at the time of grant of annual increment.

Any Employee who has participated in an improper conduct may be subject to disciplinary action that may lead to dismissal of service depending upon severity of allegation. However, in certain circumstances, the whistleblower committee may, in its discretion, on a case by case basis decides to grant amnesty to the employee or consider leniency to the employee.

17. PROTECTED DISCLOSURE:

A protected disclosure is any good faith communication that discloses or demonstrates an intention to disclose information that may evidence:

An improper CPPA-G activity, or any condition that may significantly threaten the health or safety of employees or the public. A protected disclosure may lead to a whistle disclosure.

If the whistleblower self-discloses his/her identity, CPPA-G will no longer be obligated to maintain their confidentiality. To protect their confidentiality and the confidentiality of the investigation, it is advisable for the whistleblower not to discuss the matter with friends and colleagues. Keep in mind that propriety information regarding CPPA-G may not be disclosed to any unauthorized party outside of CPPA-G.

18. APPENDIX A (FORM FOR REPORT OF IMPROPER CONDUCT)

CONFIDENTIAL

REFERENCE NUMBER: _____

FORM FOR REPORT OF IMPROPER CONDUCT

A.	PERSONAL PARTICULARS OF WHISTLEBLOWER		
1	Name:		
2	CNIC No/Passport No/Employee ID.:		
3	Correspondence Address:		
4	Contact Numbers:	Home: Office: Mobile:	
5	E-mail Address:		
6	Designation / Occupation:		
8	Preferred method of communication:	<input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> telephone /sms	
B.	INFORMATION OF CPPA EMPLOYEE(S) INVOLVED IN IMPROPER CONDUCT		
	Individual 1		
1	Name of Employee:		
(a)	Designation / position of said Employee:		
	How do you know this Employee?		
	Individual 2		
2	Name of Employee:		
(b)	Designation / position of said Employee:		
	How do you know this Employee?		
	Individual 3		
3	Name of Employee:		
(c)	Designation / position of said Employee:		
	How do you know this Employee?		

C. DETAILS OF IMPROPER CONDUCT					
	Date:				
	Time:				
	Place:				
	Details of Improper Conduct: *Please submit supporting Documents if available. *Please attach additional Sheets if necessary				
	Have you lodged a complaint on this matter to another person / Department / authority before?		(cross X where applicable) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">YES:</td> <td style="width: 50%; padding: 5px;">NO:</td> </tr> </table>	YES:	NO:
YES:	NO:				
	If YES, please indicate the person / department / authority that the report was lodged: (Cross X where applicable)				
	(i)		*Please attach a copy of the report made.		
	(ii)		*Please attach a copy of the report made.		
	(iii)		*Please attach a copy of the report made.		
	(iv)		*Please attach a copy of the report made.		
	Date report was made:				
	Status of report made:				
D. DECLARATION					
1	I declare that that all information provided in this Form is true, correct and complete to the best of my knowledge, information and belief.				
2	I hereby agree that the information provided herein to be used and processed for investigation purposes and further agree that the information provided herein may be forwarded to a department / authority / enforcement agency for purposes of investigation.				
	Signature:				
	Name:				
	Date:				
	For Office Use Only: Record No.:				
	Officer receiving this report:				
	Date:				
COMPLAINT:					
<i>Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation.</i>					

19. APPENDIX B (FORM FOR COMPLAINT OF DETRIMENTAL ACTION)

FORM FOR COMPLAINT OF DETRIMENTAL ACTION							
1	Name:						
2	CNIC No. / Passport No.						
3	Correspondence Address:						
4	<table border="1"> <tr> <td>Telephone No.</td> <td>Home:</td> </tr> <tr> <td></td> <td>Office:</td> </tr> <tr> <td></td> <td>Mobile:</td> </tr> </table>	Telephone No.	Home:		Office:		Mobile:
Telephone No.	Home:						
	Office:						
	Mobile:						
5	Designation /Occupation:						
6	<table border="1"> <tr> <td>Preferred method of communication:</td> <td> <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> telephone/sms </td> </tr> </table>	Preferred method of communication:	<input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> telephone/sms				
Preferred method of communication:	<input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> telephone/sms						
7	Information and particulars of Detrimental Action:						
	<table border="1"> <tr> <td>(i) Name(s) of Person(s) committing the Detrimental Action:</td> <td></td> </tr> <tr> <td>(ii) Detrimental Action complained of:</td> <td></td> </tr> </table>	(i) Name(s) of Person(s) committing the Detrimental Action:		(ii) Detrimental Action complained of:			
(i) Name(s) of Person(s) committing the Detrimental Action:							
(ii) Detrimental Action complained of:							
	*Please submit supporting Documents if available. *Please attach additional sheets if necessary						

DECLARATION

- I declare that that all information provided in this Form is true, correct and complete to the best of my knowledge, information and belief.
- I hereby agree that the information provided herein to be used and processed for investigation purposes and further agree that the information provided herein may be forwarded to another department / authority / enforcement agency for purposes of investigation.

Signature:**Name:****Date:****For Office Use Only:**

Record No.:

Officer receiving this report:

20. APPENDIX C (WHISTLEBLOWING INVESTIGATION PROCEDURE)

