

**SADHANA EDUCATION SOCIETY'S  
SMT KAPILA KHANDVALA COLLEGE OF EDUCATION  
(Autonomous)  
JUHU RD, SANTACCRUZ WEST, MUMBAI 54**

**Whistle blower policy**

KKCE is committed to complying with all applicable laws, rules and regulations and prohibits fraudulent practices by any of its students, trustees, employees - both teaching and non-teaching, consultants, interns or volunteers.

This policy outlines a procedure for employees/ students to report an action that the complainant reasonably believes as violation of a law, or regulation or that constitutes fraudulent accounting, sexually non-acceptable behaviour or other practices.

This policy applies to any matter which is related to KKCE's business and does not relate to private acts of an individual not connected to the business of KKCE.

If an employee has a reasonable belief that an employee or KKCE has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the principal. If the employee does not feel comfortable reporting the information to the principal, he or she is expected to report the information to the grievance cell.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, KKCE will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

KKCE will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to the concerned individual at KKCE what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises their rights under any state or federal laws or regulations to pursue a claim or take legal action to protect the employee's rights.

KKCE may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, KKCE will not, with the intent to retaliate, take any action harmful to any employee who has provided truthful information to the law enforcement personnel or the court about KKCE or any of its employees of a violation of any applicable law or regulation. Supervisors will be trained on this policy and KKCE'S prohibition against retaliation in accordance with this policy.

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