

**DHANANJAY S. MAHAMUNI**  
**B.L.S, LL.B**  
**Advocate High Court**

59, DR. V. B. GANDHI MARG, KALA GHODA, FORT, MUMBAI - 400001

29.08.2025

To,  
SAMBHAVANA  
6, Sumangal Co-op Housing society,  
Sector 2, Airoli,  
Navi Mumbai - 400708

**REF: - WHISTLEBLOWER POLICY**

Madam / Sir,

I've gone through the policy, and it has been verified by me. The policy is in line with the current Indian laws.

Yours faithfully,

  
Advocate

**DHANANJAY SHARAD MAHAMUNI**  
Advocate High Court  
59, Dr. V. B. Gandhi Marg,  
Kala Ghoda, Fort,  
Mumbai-400 023.

**Whistleblower Policy:**

SAMABHAVANA is committed to maintaining the highest standards of transparency, integrity, and accountability. This Whistleblower Policy aims to encourage and protect individuals who report concerns, wrongdoing, or violations of laws, regulations, or organizational policies within Samabhavana.

**Scope:** This policy applies to all employees, volunteers, contractors, partners, and stakeholders of the

**Protection of Whistleblowers:**

- Establish a confidential and secure reporting mechanism to protect whistleblowers from retaliation.
- Ensure that whistleblowers are treated fairly and that their identities are kept confidential.
- Reporting Mechanism:
- Provide clear guidance on how to report any suspected misconduct, including corruption or unethical behavior.
- Establish multiple reporting channels, such as hotlines or dedicated email addresses.
- Investigation and Follow-up:
- Conduct prompt and thorough investigations into reported incidents.
- Take appropriate actions to address substantiated allegations, including disciplinary measures and corrective actions.
- Non-Retaliation:
- Prohibit retaliation against whistleblowers and provide protection against any form of adverse action.
- Encourage a culture that supports and values whistleblowing as a means to improve integrity and transparency.

**Reporting Mechanism:**

*a. Confidential Reporting:*

Samabhavana will establish a confidential reporting mechanism, such as a dedicated email address, hotline, or an anonymous reporting system, to receive whistleblower reports.

The reporting mechanism will be communicated to all individuals associated with the NGO.

*b. Non-Retaliation:*

The NGO prohibits retaliation against individuals who report concerns or misconduct in good faith.

Any form of retaliation will be subject to disciplinary action, up to and including termination of employment or other appropriate measures.

**Protection of Whistleblowers:**

*a. Confidentiality:*

The NGO will treat all whistleblower reports as confidential to the extent permitted by law. Confidentiality will be maintained throughout the investigation process, within the limits of conducting a thorough investigation.

*b. Anonymous Reporting:*

The NGO recognizes the importance of anonymous reporting in certain situations.

Whistleblowers choosing to remain anonymous should provide sufficient details and evidence to facilitate an effective investigation.

*c. Safeguarding Whistleblowers' Identity:*

The NGO will take all reasonable measures to protect the identity of whistleblowers, including limiting access to information related to the investigation.

*d. False Reporting:*

Whistleblowers who knowingly make false reports with malicious intent may be subject to disciplinary action.

Investigation and Follow-up:

*a. Fair and Prompt Investigation.*

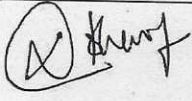

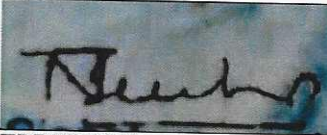
Samabhavana will promptly and impartially investigate all whistleblower reports. Investigators will be objective, unbiased, and have the necessary expertise to conduct the investigation.

*b. Retention of Records.*

All whistleblower reports, investigation records, and related documentation will be retained in a secure manner in accordance with applicable laws and regulations.

*c. Communication of Findings.*

Samabhavana will communicate the findings of the investigation to the whistleblower, to the extent possible and permissible.

		
PRESIDENT	SECRETARY	TREASURER



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