

Whistle Blowing Policy

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Revision History

REVISION	DATE	DESCRIPTION OF CHANGE
00	22-12-19	First Issue

WHISTLE BLOWING POLICY

Darwish Interserve Facility Management is committed to a free and open culture in dealings between its officers, employees, customers, suppliers and all people with whom DIFM engages in business relations.

Darwish Interserve recognises that effective and honest communication is essential to maintain our business values and to ensure that instances of business malpractice are detected and dealt with.

Purpose

The purpose of this policy is to encourage everyone whether they are full time or part time employees, agency staff, agents, contractors, suppliers or customers of the Darwish Interserve to report any business misconduct without risk to themselves.

Application

This policy will apply in cases where you genuinely and in good faith believe that business misconduct is occurring, has occurred or may occur within the Interserve Darwish Interserve.

Below are some examples of business misconduct:

- criminal activity;
- a person not complying with any legal obligation;
- instances of slavery, servitude, forced and compulsory labour and human trafficking in Interserve or anywhere within its supply chain;
- the use of deception to obtain an unjust or illegal financial advantage for the business unit or personally;
- a miscarriage of justice;
- danger to the health and safety of an individual;
- damage to the environment;
- a fundamental breach of internal control or policy;
- intentional misrepresentation directly or indirectly affecting financial statements;
- serious non-professional or non-ethical behaviour including harassment and bullying; and
- deliberate concealment of information relating to any of the above.

This policy is separate from the grievance procedure as described in your employee handbook. It does not form part of any employee's contract of employment, will be publicised to all employees and will be reviewed on a regular basis to be updated or revalidated as appropriate.

Any complaints regarding the above will be dealt sensitively and in confidence as far as reasonably possible. All complaints should be sent to email at we.care@darwishinterserve.com.