



Whistle blower policy of Kalyani Life Institute

Kalyani Life Institute is committed to operate in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers.

This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Kalyani Life Institute's business and does not relate to private acts of an individual not connected to the business of Kalyani Life Institute.

If an employee has a reasonable belief that an employee or member of Kalyani Life Institute 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 or member is expected to immediately report such information to Secretary. If the employee does not feel comfortable reporting the information to the Secretary, he or she is expected to report the information to the President.

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

Kalyani Life Institute will not retaliate against an employee in the terms and conditions of employment because that employee:

- (a) reports to a Admin, to the Secretary, the Board of Directors or to a state or local agency 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 his or her rights under existing laws or regulations to pursue a claim or take legal action to protect the employee's rights.

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

Staff, members will be trained on this policy and Kalyani Life Institute's prohibition against retaliation in accordance with this policy.