



# YOUNG IGNITED MINDS FOUNDATION

(Registered under The Indian Trust Act, 1882, Registered under sec 80G &12AA of Income Tax Act,1991)

## Young Ignited Minds Foundation (YIMF) Whistleblower Policy

### 1. Purpose

The purpose of this Whistleblower Policy is to encourage and empower employees, volunteers, interns, partners, and other stakeholders to report concerns about unethical conduct, misuse of funds, violations of law, or breaches of YIMF policies, without fear of retaliation.

YIMF is committed to integrity, accountability, and transparency in all its operations and expects the same from everyone associated with the organization.

### 2. Scope

This policy applies to:

- Employees, volunteers, interns, board members
- Contractors, consultants, vendors, partner organizations
- Any stakeholder associated with YIMF's projects or activities

### 3. Reportable Concerns

Concerns that should be reported under this policy include, but are not limited to:

- Financial misconduct, fraud, or corruption
- Bribery or kickbacks
- Abuse or exploitation (including of children or beneficiaries)
- Discrimination, harassment, or retaliation
- Violations of law or YIMF's internal policies

- Misuse of donor funds or assets
- Any behavior endangering YIMF's integrity or mission

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## 4. Reporting Channels

Concerns may be reported through the following secure and confidential means:

 **Email:** Eshaan.bansal@mail.mcgill.ca  
 **Phone:** 9540204907

Reports may be made anonymously; however, providing contact details can help in follow-up or investigation.

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## 5. Protection Against Retaliation

YIMF **prohibits retaliation** against any whistleblower who raises a concern in good faith. Retaliation includes termination, demotion, threats, harassment, or any adverse action.

Disciplinary action will be taken against anyone who retaliates or attempts to retaliate against a whistleblower.

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## 6. Investigation Process

- All concerns will be reviewed by the **Designated Whistleblower Officer or Compliance Committee**.
- A fair and impartial investigation will be conducted within a reasonable time frame.
- Outcomes and corrective actions (if needed) will be documented and, where appropriate, communicated to the complainant.

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## 7. Confidentiality

All whistleblower identities and reports will be kept confidential to the extent possible, consistent with the need to conduct a proper investigation and take corrective action.

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## 8. False or Malicious Allegations

Deliberately false or malicious reports will be treated as a serious disciplinary offense and may result in action against the complainant.

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## 9. Policy Review

This policy will be reviewed annually and revised as necessary to reflect legal or organizational changes.

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*YIMF is committed to a culture where speaking up is safe, supported, and leads to positive action. Let's protect our mission by standing up for what's right.*



**Young Ignited Minds Foundation (YIMF)**  
**Incident Reporting Form**  
*Confidential*

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**◆ Reporter Details (Optional for Anonymous Reports)**

- **Full Name:** \_\_\_\_\_
- **Designation/Relation to YIMF:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_

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**◆ Incident Information**

- **Type of Concern** (Please check all that apply):
  - Fraud / Corruption
  - Sexual Harassment
  - Child Abuse / Protection Violation
  - Discrimination / Harassment
  - Violation of Law or YIMF Policy
  - Misuse of Funds / Resources
  - Other (please specify): \_\_\_\_\_
- **Date(s) of Incident:** \_\_\_\_\_
- **Location of Incident:** \_\_\_\_\_
- **Persons Involved:**
  1. Name: \_\_\_\_\_ | Role: \_\_\_\_\_
  2. Name: \_\_\_\_\_ | Role: \_\_\_\_\_
- **Witnesses (if any):** \_\_\_\_\_

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**◆ Description of the Incident**

Please describe the incident in as much detail as possible (what happened, when, where, how). Attach additional sheets if necessary.

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## ◆ Supporting Evidence (if any)

- Documents
- Emails / Screenshots
- Photos / Videos
- Other: \_\_\_\_\_

(Attach copies or mention where evidence can be accessed.)

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## ◆ Preferred Follow-up

- Would you like to be contacted for further information?
  - Yes
  - No
  - Only via email
- Do you request confidentiality?
  - Yes
  - No
  - Not applicable (anonymous)

## ◆ Declaration

I confirm that the information provided above is true and accurate to the best of my knowledge and is made in good faith.

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*(Leave blank if submitting anonymously)*