



UNC WHISTLEBLOWER POLICY FREQUENTLY ASKED QUESTIONS

<i>What is the objective of the UNC Whistleblower Policy?</i>	This policy puts forth the guiding principles and procedures for reporting and investigating concerns about a perceived wrongdoing, malpractice or risk involving UNC.
<i>Who can be a whistleblower?</i>	Any UNC employee, business partner, supplier, contractor/subcontractor who wants to raise a concern about potentially illegal, corrupt, improper, unsafe or unethical practices of a UNC employee or officer.
<i>What concerns can be raised?</i>	<ul style="list-style-type: none"> • Violation of the Administrative or Faculty Manual • Violation of the laws or rules of the country or locality where UNC operates • Violations of internal accounting controls • Mismanagement/misappropriation of UNC's assets and resources, including unauthorized use of funds; • Conflict of interest situation • Any unethical or illegal conduct • Potential maladministration, misconduct or malpractice • Harassment, whether it be sexual, physical or emotional • Any conduct with an adverse effect on UNC's reputation, including inappropriate use of social media and other technologies • Any action that has caused or is likely to cause physical danger or serious risk to students, employees, health, University property or the environment
<i>How should a potential whistleblower make a report?</i>	Preferably, the report should be made in writing. The report can be sent as an email to whistleblower@aceducation.ph or through postal mail addressed to the Chair of the Integrity Committee. If the whistleblower is unable to put the concern in writing, he/she can raise the concern verbally and arrange for a face to face meeting with the Integrity Committee.
<i>Who comprises the Integrity Committee?</i>	The Committee is composed of the VP-Academic Affairs, VP-Finance and Administration and by the Head of Human Resources as Chair.
<i>What should be contained in the whistleblower's report?</i>	The background and history of the concern; names of involved employee/s, dates and places where possible, and the reason for the concern.
<i>Should a potential whistleblower indicate his name on the report?</i>	Yes, this is necessary to give the investigating committee access to further information, if needed.
<i>Will anonymous allegations be acted upon by the Integrity Committee?</i>	Yes, they may be considered especially serious concerns involving the welfare of students. The whistleblower who opts to remain anonymous may provide an email address or mobile phone number by which he/she can be contacted.
<i>Will the identity of the Whistleblower be kept confidential?</i>	Reports shall be treated in confidence and the identity of the Whistleblower will not be revealed if the Whistleblower so prefers, unless the Whistleblower will be required to stand as a witness in court
<i>What is the timescale within which reports will be acted upon?</i>	Except for anonymous allegations, the Whistleblower will receive a written response from the Integrity Committee within 5 days. The actual timescale will vary depending on the nature of the issue raised.
<i>What quarantees are provided to a Whistleblower?</i>	The Whistleblower will be protected from reprisals, harassment, disciplinary action or victimization as a result of any disclosure where it is made in good faith and is not made maliciously or for personal gain.