



INSTITUTIONAL POLICY STATEMENT

Policy No.	RKM004-v2 [Previously: HR008V2]		
Policy Title:	Whistleblowing Policy		
Policy Owner:	Internal Audit		
Version No:	V2.0		
Date Approved:	January 31, 2021		
Frequency of Review:	Annual		
Policy Type:	New <input type="checkbox"/>	Revised	<input checked="" type="checkbox"/>

Policy Scope and Boundaries

This Policy applies to the reporting of any serious concerns with reference to misconduct and/or illegal acts that affect AURAK financially. It also applies to the reporting of the failures to act to prevent such financially related misconduct and/or illegal acts. The policy enables reporting by employees, students and suppliers of services/products.

This Policy does not relate to the reporting of academic related matters. The list of academic related matters includes but is not limited to faculty academic performance/integrity, student admissions/enrolment and/or student conduct.

Policy Purpose

The aim of this Policy is to encourage employees, students and others who have serious concerns about wrongdoing, malpractice or maladministration in any aspect of AURAK's financial operations to come forward and voice those concerns at the earliest opportunity.

Policy Statement

In AURAK, whistleblowing is regarded as a positive act in that it protects AURAK from the effects of inappropriate actions such as financial misconduct and/or illegal acts. AURAK will create a framework within which justifiable concerns can be raised by individuals without the fear of reprisal.

Reporting

AURAK is committed to fair treatment of all and as such the framework developed will encourage employees to put their names to allegations to enable exploration of the facts. Concerns expressed anonymously will be explored appropriately, but are not encouraged. The reporting of malicious allegations could result in disciplinary action, as could the failure to report any incident of wrongdoing.

AURAK and the wider community will be able to submit issues for consideration by phone or by email.

Telephone: 072468960

Email: internal.audit@aurak.ac.ae

Confidentiality

All allegations submitted will be treated as confidential. However, where the outcome of an investigation is the disciplinary of others this may not be possibility although every effort will be made to maintain confidentiality. In these circumstances, AURAK will offer support and advice.



Reportable Issues

Any serious concerns about AURAK's financial operations or the conduct of employees or students or others acting on behalf of AURAK that:

- Make the individual feel uncomfortable in terms of known standards.
- Are not in keeping with AURAK's values, rules, regulations, policies and procedures.
- Fall below established standards of practice.
- Could be termed improper behavior.

These might include but is not limited to:

- Conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation).
- Unauthorized use of AURAK/government funds or other assets.
- Possible fraud and corruption e.g., acceptance of monies or gifts.
- Other unethical conduct related to financial stability of the university.