



SMI LIFESTYLE FEDERATION

Corporate Identification Number - U92490MH2022NPL393645

Address: 1059, Bhandup Industrial Estate, Pannalal Compound, Bhandup (W), Mumbai - 400078

Contact: +919773579158 **Email:** info@smilifestyle.org **Website:** www.smilifestyle.org

Whistleblowing and Complaints Policy

Policy Statement:

Sports Mentoring Infusion (SMI) is committed to maintaining a transparent and ethical environment within the organization. As part of this commitment, we encourage employees, volunteers, beneficiaries, and other stakeholders to come forward and report any concerns or complaints related to illegal activities, unethical behavior, financial malpractice, or any other violations of policies or laws. This Whistleblowing and Complaints Policy provides a framework for individuals to report such issues without fear of retaliation.

1. Scope:

This policy applies to all individuals associated with Sports Mentoring Infusion (SMI), including but not limited to employees, volunteers, beneficiaries, contractors, and stakeholders.

2. Reporting Mechanism:

a. **Anonymous Reporting:** SMI provides a confidential and anonymous reporting channel for individuals who wish to report concerns without revealing their identity. Reports can be made through a dedicated email address or a third-party helpline.

b. **Non-anonymous Reporting:** SMI also encourages individuals to report concerns directly to their supervisors, managers, or any designated person within the organization.

Types of Reports:

- Reports can include, but are not limited to, the following issues:
- Misuse of funds or financial irregularities
- Violation of SMI's policies and procedures
- Discrimination, harassment, or unethical behavior
- Safety and security concerns
- Environmental violations
- Any other illegal or unethical conduct

1. Protection from Retaliation:

SMI strictly prohibits retaliation against individuals who, in good faith, report concerns or complaints under this policy. Anyone found engaging in retaliatory actions will be subject to disciplinary measures, up to and including termination of employment or association with the organization.

2. Handling of Reports:

a. Upon receiving a report, SMI will promptly initiate a thorough and impartial investigation. The investigation will be conducted discreetly, and confidentiality will be maintained to the extent possible.

b. The investigation team will consist of individuals who are independent and unbiased. It may include members of the management team, external experts, or legal advisors as required.

c. SMI will take appropriate corrective actions based on the findings of the investigation. Disciplinary actions, as warranted, will be taken against individuals found guilty of misconduct.

3. False Reporting:

Any intentionally false or malicious reports made in bad faith will be subject to disciplinary action, including possible legal action.

4. Communication and Awareness:

SMI will ensure that all individuals associated with the organization are aware of this policy. Regular training and awareness programs will be conducted to educate stakeholders about the importance of whistleblowing and the protection it provides.

Confidentiality:

To the extent permitted by law, SMI will protect the confidentiality of individuals making reports and the subjects of those reports. Information will only be disclosed on a need-to-know basis and in compliance with legal requirements.

Review and Updates:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Necessary updates will be made to address any changes in the organizational structure, legal requirements, or best practices.

Date of Policy Adoption: 01/04/2023

For any questions or concerns related to this policy, please contact on info@smilifestyle.org

By adhering to this Whistleblowing and Complaints Policy, Sports Mentoring Infusion (SMI) reaffirms its commitment to maintaining a culture of transparency, integrity, and accountability in all its operations.

Warm regards,

For SMI LIFESTYLE FEDERATION

SMI Lifestyle Federation
1059, Bhandup Industrial Estate,
Bhandup Compound, Bhandup West,
- 400 078



RAMU NAGABATHINI
SENIOR ADVISOR

(Authorised Signatory)