



Whistle-Blowing Policy

1. Introduction and Scope

This Whistle-Blowing policy is intended to encourage and enable the reporting of frauds, misconduct or violations of policies within HASIS that will enable timely action by the School.

Employees and Service Providers often observe incidents and practices happening around them that indicate that there may be fraud or serious irregularities that would cause harm or loss to the School/Organization. However, employees hesitate to express their concerns because they are afraid that reporting them would cause action to be taken against them and/or their colleagues, or they also fear harassment or victimization. Employees therefore do not report the incident, suspicion, or malpractice.

HASIS is committed to the highest standards of transparency and accountability. In line with this commitment, we encourage employees who observe serious concerns about any aspect of the School's work to come forward and report those concerns. HASIS assures its employees that all reported cases shall be handled on a confidential basis.

2. Policy Ownership

ODF Management representative and Principal of HASIS will jointly own the policy.

3. Definition of Whistle Blower

A whistle blower is a person who reports misconduct, fraud, theft and any other matters that may be a cause of concern. Generally, the misconduct that is to be reported is a violation of law, rules, regulations, health and safety norms, fraud, corruption and/or a direct threat to employee or public interest.

4. What should be reported

The following should be reported. In addition, any other activity or conduct that may appear to be irregular should also be reported.

- Fraudulent activities
- Theft
- Accounting Irregularities
- Violations of Regulations or Laws
- Violations of School's Policies and Procedures
- Harassment and Bullying



- Corruption
- Falsification / Destruction of School's Records
- Workplace violence
- Discrimination
- Conflicts of Interest
- Release of Proprietary Information
- Cover up violations
- Exploitation of deficiencies in internal controls
- Unacceptable practices
- Misrepresentation of facts
- Health and safety risk, including risk to public as well as other employees.
- Abuse of power or use of position's power and authority for any unauthorized user or personal gain.

Safeguards /Protection Offered to the Whistle-Blower

a) Harassment or Victimization

HASIS recognizes that the decision to report a concern can be a difficult one to make, at least because of the fear of reprisal from those responsible for the malpractice.

HASIS will not tolerate harassment or victimisation and will take action to protect the employee when he/she raises a concern in good faith. This does not mean that if the employee is already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of his/her whistle blowing.

b) Confidentiality

HASIS will protect the employee's identity when he/she raises a concern. It must be appreciated that the investigation process may reveal the source of the information and a statement by the employee may be required as part of the evidence.

c) Untrue Allegations

If the employee makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, the employee make malicious or vexatious allegations, disciplinary action may be taken against him/her.



d) Whistle-blower Protection

Any employee who is discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of employment by his or her employer because of lawful acts done by the employee on behalf of his employer or others in furtherance of an action under this policy, including investigation for, initiation of, testimony for, or assistance in an action filed or to be filed under this policy, shall be entitled to all relief necessary.

The protection against retaliation extends to whistle-blowers whose allegations could legitimately support legal claims even if the case is never filed.

Whistle blowing Contacts: The following may be approached for any whistle blowing.

1. School Principal Mr. Jonathan Warner
Email: QSJWA0@olngschool.onmicrosoft.com
Mobile Number: +968 9888 1172
2. Hasis Director Mr. Rashid Al Nasri
Email: RashidAlNasri@OLNGDF.CO.OM
Mobile Number: +968 9935 9350
3. HASIS Management representative Mr. Hassan Al Lawati
Email: HassanMohammedAliAlLawati@OMANLNG.CO.OM
Mobile Number: +968 9280 0522

How to Raise a Concern

- a) The employee should normally raise concerns with his/her immediate Line Manager or Superior.
- b) This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if the employee believes that his/her immediate management is involved, he/she should approach the Principal/Director of Operations.
- c) The earlier the employee expresses the concern, the easier it is to take action.

Whistle blowing reporting matrix

All the reported activities will be reviewed through formal investigation and decided by Hasis LLC Management.

The decision taken by Hasis LLC and will be signed off in writing.