

reputation of the Public Sector Company;

- Procurement of goods and services so as to enhance transparency in procurement transactions;
- Write-off of bad or doubtful debts, advances and receivables; acquisition or disposal of fixed assets and investments.
- Corporate social responsibility initiatives including donations, charities, contributions and other payments of a similar nature.
- Determination and delegation of financial powers to employees and employees.

### **1.10. Whistle Blowing Policy**

IGNITE's whistle blowing policy provides an internal procedure to resolve work - related issues fairly. The work problems may be related to situations where an employee feels that established organizational policies and practices have been violated or have not been consistently applied or to other matters of serious concern to employees. This whistle blowing policy is only exercisable when it is established that the Grievance Policy is not appropriate to follow.

It is also recognized, however, that situations may arise in which the staff member does not wish to go to the Line Manager. In these cases, the staff member may arrange to discuss the problem with the Head of Department or HR. If employees are not satisfied with the resolution of their issue, they always have the option of addressing their concerns with the CEO. In case if the situation warrants not to involve the CEO, then the matter can be taken in confidence with HR Committee or Director nominated for the purpose by BOD. It is very important that staff members be assured that no matter whom they consult, their standing in the Organization will not be jeopardized and Line Managers will not retaliate against the employee for utilizing the Whistle Blowing Procedure. No anonymous applications can be entertained and allegations proven with intentions to disrepute or otherwise will be subject to disciplinary action if necessary.

The HR Department plays an important role in ensuring that the process works. In addition to helping staff members resolve their work-related issues, HR, when made aware of situations in which the process was not effective, will counsel and advise those concerned to make sure the immediate issue is resolved satisfactorily and that similar situations do not arise in the future. Deliberately making a false concern is also an allegation under this policy and may lead to a disciplinary action against complainant. HR Department to ensure the safety,

secrecy and security of the whistle blower under the act ***'Whistleblower Protection and Vigilance Commission Act, 2019'***

### **1.11. Social Media Usage Policy**

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules. The same rules would also apply when using social media outside of work:

- I. Do not post or forward a link to any abusive, discriminatory, harassing, derogatory, defamatory or inappropriate content.
- II. A member of staff who feels that they have been harassed or bullied, or are offended by material posted by a colleague onto a social media website should inform HR Department.
- III. Never disclose commercially sensitive, anti-competitive, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager/Head of Department or HR Department.
- IV. Do not post material in breach of copyright or other intellectual property rights.
- V. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the company.
- VI. You are personally responsible for content you publish – be aware that it will be public for many years.
- VII. When using social media for personal use, use a disclaimer, for example: 'The views expressed are my own and don't reflect the views of my employer'. Be aware though that even if you make it clear that your views on such topics do not represent those of the organization, your comments could still damage our reputation.
- VIII. You should avoid social media communications that might be misconstrued in a way that could damage our business reputation, even indirectly.
- IX. Do not post anything that your colleagues or our customers, clients, business partners, suppliers or vendors would find offensive, insulting, obscene and/or discriminatory.
  - If you have disclosed your affiliation as an employee of our organization, you must ensure that your profile and any content you post are consistent with the professional image you present to client and colleagues.