

Labour and Human Rights whistleblowing

This policy applies to all employees, contractors, clients, and other stakeholders associated with Magic Pencil.

Magic Pencil is committed to maintaining a transparent and ethical work environment. This Whistleblower Protection Policy aims to encourage individuals to report unethical or illegal activities within the organization or amongst clients or suppliers, while ensuring that they are fully protected from retaliation and breaches of confidentiality.

Scope

This policy applies to all employees, contractors, and other stakeholders who interact with Magic Pencil.

Reporting Mechanisms

For whistleblowing concerns, individuals may:

- Contact the Managing Director (MD) or the HR Director
- Report concerns anonymously by mailing a letter to the Director of HR

Whistleblowers are encouraged to provide specific details about the unethical or illegal activities, including names, dates, and supporting evidence. This information enables a thorough and prompt investigation.

Protection Against Retaliation

Magic Pencil strictly prohibits any form of retaliation against whistleblowers. This includes dismissal, discrimination, harassment, or any adverse treatment arising from the act of reporting concerns.

Retaliation is considered a serious violation of company policy and will result in disciplinary action, up to and including termination.

Confidentiality

Magic Pencil is committed to maintaining confidentiality to the maximum extent permitted by law.

The identity of the whistleblower will not be disclosed without their prior consent, except where required by legal or regulatory obligations. All individuals involved in handling whistleblower reports are required to maintain strict confidentiality, with breaches resulting in disciplinary action.

Risk Assessment and Third-Party Collaboration

A risk assessment will be conducted to identify potential threats to whistleblowers, particularly vulnerable stakeholders.

Where necessary, Magic Pencil will collaborate with independent third parties to ensure the safety and protection of whistleblowers.

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Informing and Consent

Whistleblowers will be informed at the outset about the parties who may need to be involved in addressing their concerns.

Before sharing information with additional parties, consent will be sought from the whistleblower, unless legal obligations require disclosure.

Investigation and Resolution

Upon receiving a report, Magic Pencil will promptly review the concerns raised and initiate appropriate investigative procedures.

Investigations may involve internal inquiries, corrective actions, and, if necessary, collaboration with external agencies or regulators.

Updates on the investigation process and outcomes will be communicated to whistleblowers to the extent legally permissible while maintaining confidentiality regarding specific outcomes.

Enhanced Training

Magic Pencil will provide enhanced training to HR, managers, and all employees handling whistleblower reports to ensure professional, ethical, and sensitive handling of concerns.

Disciplinary Action for Breaches

Disciplinary action will be enforced in cases of:

- Retaliation against whistleblowers
- Breaches of confidentiality
- Mishandling of whistleblower reports

Policy Review

This Whistleblower Protection Policy will be reviewed annually to ensure its effectiveness and compliance with laws, regulations, and best practices.