



WHISTLEBLOWING MECHANISM

National Centre for Hydrology and Meteorology
Royal Government of Bhutan
Thimphu Bhutan
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Table of Contents

1. Background	1
2. Purpose	1
3. Scope	1
4. Reporting Procedure	1
5. Investigation Process	2
6. Referral Mechanism	2
7. Confidentiality and Protection of the Whistle-blower	2
8. Disciplinary Action	3
9. Commencement and Amendment	3

1. Background

The National Centre for Hydrology and Meteorology (NCHM) is an autonomous agency established in January 2016. The Centre is responsible for overall monitoring and understanding of hydrology, weather, climate and cryosphere, timely provision of information and services to protect lives and property and support national needs for ecologically balanced sustainable development. The Centre also functions as the national focal point of international scientific organisations like World Meteorological Organization (WMO) and International Panel for Climate Change (IPCC).

The Centre has four Divisions; Meteorological Services Division, Hydrology and Water Resources Services Division, Technical Standard and Research Division and Cryosphere Services Division. All the functions of the Divisions were supported by the Secretarial Services comprising Administration and Finance Services, Human Resource Services and ICT Services.

The NCHM places its top priority in enhancing good governance through promoting the highest standard of transparency and accountability. Thus, to further strengthen the standards of ethical and legal conduct, the Centre has instituted a whistleblowing mechanism to encourage employees and relevant stakeholders to report any potential violation of laws, rules and regulations of the civil service. This policy document outlines the procedures for reporting the violations or wrongdoings and to safeguard the whistle-blowers.

2. Purpose

The whistleblowing mechanism is instituted to fulfil the following objectives;

- a. To create a culture of transparency and accountability while discharging the official duties
- b. To provide a safe and secure environment for employees to report any wrongdoing without fear of retaliation

3. Scope

This document shall apply to all the employees or any entities working with or for NCHM.

4. Reporting Procedure

The whistleblowing mechanism is designed to provide a secure and confidential channel for reporting any potential violations and wrongdoings by employees or any other entities that works with or for the Centre. If an employee becomes aware of any unethical or illegal activity within the Centre can report the concerns in following ways;

- 4.1. Report directly to the immediate supervisor about the concerns or wrongdoings. The supervisors may review and find resolutions and report to the Human Resource

Committee of the Centre, if issues need interventions of the higher authority. If the immediate supervisor is involved in an activity, then the whistle-blowers should report the concerns to the Director, head of the Centre for timely intervention and resolutions.

- 4.2. Alternatively, whistle-blowers can use an online platform available in NCHM website to report any wrongdoings or potential violations. The HRS shall compile and submit the concerns to HRC for further deliberations and interventions.

The report should contain specific details of the alleged misconduct, date, time, location, and the individuals involved. Whistle-blowers should also provide any supporting evidence or documentation that may be available.

5. Investigation Process

- 5.1. The HRC of the Centre shall take the matters seriously and investigate each report thoroughly. If required, the Centre shall form a separate investigation committee to further investigate the concerns in a fair and transparent manner.
- 5.2. The investigation committee shall conduct the investigation as per Chapter 19 of BCSR 2018 and submit the comprehensive report to HRC for the decision.
- 5.3. The HRC of the Centre shall be the highest decision-making body in the Centre to investigate the concerns and take appropriate administration action.
- 5.4. If necessary, the informer may also be informed of the action taken against the miscreant official.

6. Referral Mechanism

The HRC of the Centre shall be the highest authority to review and decide on the concerns reported by the whistle-blowers. However, if the cases are beyond the capacity of the Centre to resolve or miscreant guilty found beyond reasonable doubt shall be referred to the relevant agency; Anti-Corruption Commission.

7. Confidentiality and Protection of the Whistle-blower

- 7.1. The Centre shall maintain confidentiality of the whistle-blower's identity, except where required by law.
- 7.2. The Centre shall protect the whistle-blowers from any form of retaliations from the offenders.

8. Disciplinary Action

If an employee is found to have engaged in unethical activities or conducts in contravention to provisions of this policy document shall be subject to disciplinary action as per relevant provisions of the BCSR 2018.

9. Commencement and Amendment

This mechanism policy was endorsed by the 66th Management Meeting held on 22 May 2023 and shall come into effect from immediate effect.

This policy document shall be reviewed and amended by the Centre on the need basis.

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Human Resources Services
National Centre for Hydrology and Meteorology
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