



DYANA SWA
NYUKU WA
WENA

- WhistleBlower Policy -

1. POLICY STATEMENT

Dyana swa nyuku wa wena is committed to conducting its business with honesty and integrity at all times. If any time, this commitment is not respected or appears to be in question **Dyana swa nyuku wa wena** will endeavour to identify and remedy such situations. Therefore it is the company's policy to ensure that when a person has reasonable grounds to believe that the employee, manager or any other person related to the company has committed, or is about to commit an offense that could harm the company's business or reputation, it denounces the wrong doers in question.

The Whistleblowing Policy has been put in place to;

- Encourage employees, partners or manager to disclose this information or behaviour
- Protecting complaints from reprisals
- Treating all parties to an investigation to a fair and equitable manner
- To ensure confidentiality as much as possible
- Take corrective and disciplinary action if wrong doing is discovered

2. PURPOSE

The purpose of this whistleblowing policy is to encourage current and former employees, contractual third parties or partners to communicate events that raise serious concerns about **Dyana swa nyuku wa wena**. **Dyana swa nyuku wa wena** encourages and support staff who report illegal practices or individuals who violate the organization's policies.

3. SCOPE

This policy applies to all employees of **Dyana swa nyuku wa wena** as well as contractual third parties or partners doing business with the company.

4. DUTY TO REPORT MISCONDUCT

It is the duty of all employees of contractual third parties or partners to report misconduct or suspected misconduct, including fraud and financial impropriety to the board. This includes misconducts such as but not limited to;

- Providing false or misleading information or withholding material information on **Dyana swa nyuku wa wena** financial statements, accounting, auditing or other financial reporting fraud or misrepresentation
- Pursuit of material benefit or advantage in violation of **Dyana swa nyuku wa wena** a conflict of interest policy
- Unauthorized attraction or manipulation of computer files
- Destroying, altering, mutilating, concealing, covering up, making a false entry in any records that may be connected to an official proceeding in violation of federal provincial or state.