



Whistleblowing Mechanism

The Earth is committed to upholding the highest standards of integrity, transparency, and accountability in all its activities. This Whistleblowing procedure is established to encourage the reporting of any unethical behavior, misconduct, or violations of organizational policies.

All issues of concern including but not limited to:

- Fraud, corruption, or financial mismanagement.
- Harassment, abuse.
- Discrimination, or violation of employee rights.
- Health and safety violations.
- Environmental harm.
- Violations of laws or regulations.
- Misconduct by senior management or any member of the organization.

Reporting Mechanism:

Any individual with information about a potential violation should report as per below procedure.

- **In-Person reporting for The Earth Staffs:** Report the incident to the supervisor or the designated reporting authority directly. Any person who they trusted most in the organization.
- **In-Person reporting for others:** Any person who they trusted most in the organization.
- **Complaint Box:** Drop the complaint into the complaint box.
- **Whistleblowing Hotline:** Report through “Hot Line” number +8801703028225.
- **Confidential Email:** “Hot Email ID” which is our whistle blower ID.
blowthewhistle@theartgbd.org

Protection of Whistleblower:

The Earth is committed to protecting whistleblowers from retaliation. Any form of retaliation against a whistleblower is strictly prohibited and will result in disciplinary action, including potential legal consequences.

Confidentiality:

To the extent possible, confidentiality will be maintained throughout the investigation process. Disclosures will only be made to those who need the information to conduct a fair investigation and take necessary actions.