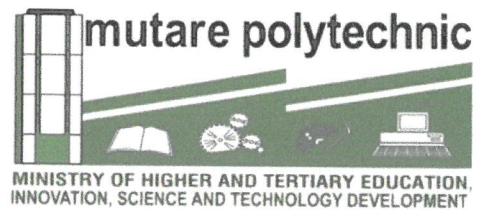




Cnr Josiah Tongogara/Robert Mugabe Way  
P.O. Box 640  
Mutare, Zimbabwe  
Telephone: 263-20-63141/63153  
0772136934-5/0714900016-7/0735 054 661-2  
Telfax: 020-66912  
e-mail: [principalmutarepolytechnic@gmail.com](mailto:principalmutarepolytechnic@gmail.com)  
[www.mutarepolytechnic.ac.zw](http://www.mutarepolytechnic.ac.zw)



## MUTARE POLYTECHNIC: WHISTLEBLOWING POLICY

### 1. Policy Title.

#### Whistleblowing Policy.

### 2. Purpose.

The purpose of this Whistleblowing Policy is to establish a clear framework for Mutare Polytechnic employees, students, and stakeholders to report, in good faith, any unethical, illegal, or improper conduct occurring within or connected to the institution.

This Policy aims to:

- Promote a culture of integrity, transparency, and accountability.
- Encourage disclosure of misconduct without fear of victimization or retaliation.
- Ensure that all allegations are investigated promptly, fairly, and confidentially.
- Uphold the provisions of the Public Entities Corporate Governance Act [Chapter 10:31], the Prevention of Corruption Act [Chapter 9:16], and the Constitution of Zimbabwe.

### 3. Scope and Applicability

This Policy applies to all individuals associated with Mutare Polytechnic, including:

- **Employees:** Permanent and contract.
- **Students:** Full-time, Block release and part-time enrolled students as well as those on attachment.
- **Management and Governance:** Members of the advisory Council, Principals Office, Administration services, Human Capital development innovation and industrialization
- **External Stakeholders:** Any person with a legitimate relationship or interest in the institution's operations. e.g Non-Governmental Organization (NGOs), Civil Society Organizations (CSOs), Contractors, Suppliers, and Consultants etc.

Submitted  
2/1/2025

This Policy also covers disclosures related to acts or omissions that occur off-campus if they concern the conduct, reputation, or business of Mutare Polytechnic.

#### **4. Policy Statement and Commitment.**

Mutare Polytechnic is committed to maintaining the highest standards of ethics, integrity, and good governance. The institution encourages all stakeholders to raise concerns about actual or suspected misconduct, corruption, abuse of authority, or other irregularities.

Individuals making disclosures in good faith will be protected from harassment, retaliation, or discrimination, even if investigations later determine that the allegations are unfounded.

#### **5. Definitions.**

- **Whistleblowing:** The act of reporting unethical, illegal, or improper conduct occurring within or related to the institution.
- **Whistleblower:** Any individual who makes a protected disclosure in good faith.
- **Protected Disclosure:** A report made under this policy that qualifies for protection against retaliation or victimization.
- **Misconduct:** Any act of dishonesty, corruption, abuse of office, fraud, sexual harassment, discrimination, or violation of institutional policies or laws.

#### **6. Guiding Principles.**

- i. **Confidentiality:** All disclosures and the identities of whistleblowers will be handled with strict confidentiality.
- ii. **Protection:** Whistleblowers will not be victimized or discriminated against for making a protected disclosure.
- iii. **Good Faith:** Reports must be made honestly and based on reasonable belief.
- iv. **Accountability:** All cases will be investigated impartially and promptly.
- v. **Transparency:** Processes will ensure fairness while safeguarding reputations.
- vi. **Non-Retaliation:** Any form of reprisal against a whistleblower is strictly prohibited.

#### **7. Reportable Matters (Protected Disclosures).**

A whistleblower may report any act, omission, or practice that violates the law, institutional policies, or ethical standards of Mutare Polytechnic. The following are examples of reportable matters, though the list is not exhaustive:

##### **7.1 Governance and Ethical Misconduct.**

- Abuse of authority, position, or institutional resources for personal gain.
- Conflict of interest or failure to disclose such conflicts in decision-making.
- Nepotism, favoritism, or discrimination in recruitment, promotion, procurement, or student admission processes.
- Violation of Mutare Polytechnic's Code of Conduct, statutes, or values.
- Obstruction of justice or interference with internal or external investigations.

## **7.2 Financial and Administrative Irregularities.**

- Fraud, theft, embezzlement, or forgery.
- Corruption, bribery, kickbacks, or facilitation payments.
- Misuse or misappropriation of institutional funds, property, or assets.
- Manipulation or falsification of financial records, receipts, or audit trails.
- Unauthorized use of institutional accounts, grants, or donor funds.

## **7.3 Academic and Professional Misconduct.**

- Falsification or alteration of academic results, records, or credentials.
- Plagiarism, cheating, or other breaches of academic integrity.
- Examination irregularities or leakages.
- Exploitation or coercion of students for non-academic gain.
- Unethical research practices, including data fabrication etc.

## **7.4 Human Rights, Health, and Safety Violations.**

- Sexual harassment, gender-based violence (GBV), or any form of harassment or bullying.
- Discrimination based on gender, disability, religion, ethnicity, or other protected grounds.
- Negligence or deliberate acts endangering the health, safety, or welfare of staff, students, or visitors.
- Unsafe or unhealthy working, learning, or living conditions within campus premises.

## **7.5 Environmental and Sustainability Violations.**

- Acts or omissions causing significant harm to the environment.
- Illegal dumping, pollution, or unsafe disposal of hazardous waste.

## **7.6 Information and Technology Misconduct.**

- Cyber fraud, data theft, or unauthorized access to confidential information.
- Misuse of institutional IT systems, email, or social media platforms.
- Sharing or distribution of false, defamatory, or harmful digital content that affects the institution's reputation.

### **7.7 Legal, Regulatory, and Compliance Breaches.**

- Non-compliance with Zimbabwean laws, regulations, or government directives applicable to tertiary institutions.
- Breach of procurement regulations or tendering procedures.
- Concealment, suppression, or destruction of evidence relating to any of the above.

### **7.8 Other Serious Irregularities.**

- Any act or omission that compromises the reputation, integrity, or operational efficiency of Mutare Polytechnic.
- Attempts to conceal or retaliate against a person making a disclosure.

## **8. Reporting Procedures and Channels.**

### **8.1 Internal Reporting Channels.**

A whistleblower may report a concern through any of the following:

#### **a) Line Management**

- Immediate Supervisor or Head of Department (HOD) – in writing or verbally.

#### **b) Senior Management**

- Principal or Vice Principal – if the matter involves the HOD or is of a serious nature.

#### **c) Governing Body**

- Chairperson of the Advisory Council or the Whistleblowing Committee, if the Principal or Senior Management is implicated.

### **8.2 Alternative Channels.**

- **Anonymous Reporting Box:** Make use of whistleblowing boxes placed in accessible locations on campus.
- **Email Submission:** [principalmutarepoltechnic@gmail.com](mailto:principalmutarepoltechnic@gmail.com)
- **Direct Verbal Report:** May be made to the Whistleblowing Focal person.

### 8.3 Report Content.

A report should include:

- Date, time, and location of the incident(s).
- Names of individuals involved.
- Description of the alleged misconduct.
- Supporting evidence or witness information (if available).
- Contact information for follow-up (optional for anonymous reports).

### 9. Investigation Process

- a) **Acknowledgment:** The designated authority will acknowledge receipt of the disclosure and record it in a secure log.
- b) **Preliminary Review:** The matter will be assessed to determine whether an investigation is warranted.
- c) **Investigation:**
  - An investigation team or internal audit function will collect and review evidence confidentially.
  - The process will be fair, objective, and time-bound.
- d) **Findings and Actions:**
  - Findings will be reported to the Principal and the Whistleblowing Committee.
  - Appropriate disciplinary, corrective, or legal action will be taken where misconduct is confirmed.
- e) **Feedback:** Where possible and appropriate, the whistleblower will be informed of the outcome.

### 10. Protection of Whistleblowers.

- Whistleblowers acting in good faith are protected from dismissal, demotion, suspension, threats, harassment, or discrimination.
- Any person found guilty of retaliating against a whistleblower will face disciplinary or legal action.
- If a whistleblower experiences victimization, they may report directly to the Principal, Council, or any independent oversight body for redress.

### 11. False or Malicious Reporting.

Whistleblowing is a serious matter. Individuals who knowingly make false, malicious, or frivolous reports will be subject to disciplinary action in accordance with the institution's Code of Conduct.

### **12. Record Keeping.**

All whistleblowing reports and related investigation documents shall be securely maintained by the Whistleblowing Focal Person or Whistleblowing Committee for a minimum of **five (5) years**.

### **13. Communication, Awareness, and Training.**

This Policy shall be communicated and made accessible to all everyone through:

- Staff and student orientation sessions.
- Institutional website and digital platforms.
- Posters and notice boards around campus.
- Periodic training on ethical conduct and whistleblowing procedures.

### **14. Monitoring and Review.**

The policy shall be reviewed **every three (3) years**, or sooner if required due to legislative or institutional developments, by the Whistleblowing Committee in consultation with the Advisory board and the Whistleblowing Committee.

### **15. Effective Date and Approval.**

This policy becomes effective upon approval by the Principal and the Mutare Polytechnic Members of the advisory Council.

**Approved by:**

\_\_\_\_\_  
Principal – Mutare Polytechnic

**Date:**

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