



جامعة الفيصل
Alfaisal University

Approvals::

- University Council dd/mm/yr

Effective Date: dd/mm/yr

Responsible Office: University Council Secretary General

Public Interest Disclosure (Whistleblowing) Policy

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A. Context and Scope

- Alfaisal University (AU) is committed to integrity, accountability, and compliance with the Laws of Saudi Arabia, including the Labor Law, the Anti-Bribery Law (1992, amended 2015), and the Anti-Cybercrime Law (2007).
- This Policy provides a safe and structured way for staff, students, and other stakeholders to raise concerns about suspected misconduct, wrongdoing, or risks to health, safety, and reputation.
- It applies to:
 - Employees of AU at all levels.
 - Contractors, consultants, and agency staff.
 - Former staff where the issue relates to their employment at AU.
 - Registered students and volunteers.
- *This policy is not for personal grievances (e.g., promotions, work conditions). Those should follow Staff Grievance Procedure or Student Complaints Procedure.*

B. Purpose

The aims of this policy are to:

- Encourage early reporting of serious concerns in good faith.
- Ensure reports are taken seriously and investigated promptly.
- Protect whistleblowers from retaliation, in line with Saudi Labor Law (which prohibits unfair dismissal or disciplinary action for lawful reporting of misconduct).
- Promote a culture of transparency, responsibility, and compliance.

C. What is Whistleblowing?

Whistleblowing means reporting a concern that affects the public interest or the integrity of the University. This includes:

- Criminal activity (e.g., fraud, bribery, theft).
- Breach of Saudi laws.
- Miscarriages of justice.
- Risks to health, safety, or the environment.
- Financial mismanagement or misuse of AU resources.
- Breach of AU policies, Code of Conduct, or ethical standards.
- Failure to comply with any legal or professional obligation or regulatory requirements.
- Abuse of authority or harassment.
- Unauthorized disclosure of confidential information.
- Conduct that is likely to damage reputation.
- Negligence.
- Concealment of any of the above.

D. Raising a Whistleblowing Concern

- Concerns should be raised promptly through one of the contacts listed in Section H.
- Reports may be made verbally, in writing, or by email.
- AU encourages openness. Where confidentiality is requested, AU will protect the whistleblower's identity as far as legally possible.
- Anonymous reports are not encouraged, however, they might be considered, but they may limit AU's ability to investigate effectively.

- For urgent legal or criminal matters, individuals may also report directly to Saudi authorities, including:
 - Ministry of Human Resources & Social Development (MHRSD) – hotline 19911.
 - National Anti-Corruption Commission (Nazaha) – 19991.
 - Police / Emergency services – 999.

E. Investigations

- Once a concern is received, the Designated Officer will arrange a meeting to discuss details. The whistleblower may bring a representative (colleague, student, or adviser).
- An investigator or panel may be appointed, with relevant expertise and independence.
- The investigation will be conducted fairly, confidentially, and in line with Saudi Labor Law and AU's internal regulations.
- Findings may lead to corrective action, disciplinary measures, or referral to external authorities.
- Whistleblowers will be updated on progress, unless confidentiality prevents disclosure of specific details.
- If a complaint is proven to be malicious or raised in bad faith, disciplinary action may be taken against the individual.

F. Protection and Support for Whistleblowers

- AU strictly prohibits retaliation against whistleblowers who raise concerns in good faith.
- All employees have the right to report misconduct without unfair dismissal or penalty.
- Retaliation (e.g., demotion, harassment, reduction of hours, threats, or dismissal) will be treated as serious misconduct and may result in disciplinary action.
- Support (counseling, advice, HR support) will be made available to whistleblowers.

G. Responsibilities

- *University Council*: Holds overall responsibility for this policy and ensures reports are addressed.
- *Secretary General of the University Council*: Manages day-to-day implementation and ensures training and awareness.
- *Human Resources & Student Affairs*: Provide confidential support, record concerns, and ensure fair handling.
- *All Staff, Students, and Stakeholders*: Must report suspected wrongdoing and cooperate with investigations.

H. Contacts

- Secretary General of University Council
- Chair of University Council
- President of the University
- Dean of Student Affairs
- Director of Human Resources
- College Deans