



Aas Health Foundation

Swayambhu Apt 2, Near Nasare Sabhagruh,
Hudkeshwar Road, Nagpur – 440034.

Whistleblower Policy

Introduction

Aas Health Foundation (AHF) is committed to maintaining the highest standards of transparency, integrity, and accountability in all its operations. This Whistleblower Policy provides a secure and confidential mechanism for employees, volunteers, and stakeholders to report concerns about unethical, illegal, or improper activities without fear of retaliation.

Purpose

The purpose of this policy is to:

1. Encourage individuals to report concerns about suspected misconduct or violations of law or organizational policies.
2. Protect whistleblowers from retaliation for making reports in good faith.
3. Establish a transparent and fair process for addressing reported concerns.

Scope

This policy applies to all employees, volunteers, interns, contractors, and any other individuals associated with AHF.

Key Principles

1. *Good Faith Reporting*
 - Reports should be made in good faith, based on a reasonable belief that the information disclosed is true and indicates misconduct.

2. *Confidentiality*

- AHF ensures the confidentiality of the whistleblower's identity and the details of the report, to the extent practicable.

3. *Non-Retaliation*

- No individual will face harassment, dismissal, or any adverse action for reporting concerns in good faith.

4. *Transparency and Fairness*

- All reports will be thoroughly investigated, ensuring fairness for all parties involved.

What Can Be Reported?

The whistleblower may report concerns related to, but not limited to:

1. Fraud, corruption, or financial irregularities.
2. Violations of laws, regulations, or organizational policies.
3. Discrimination, harassment, or abuse.
4. Conflict of interest or unethical behavior.
5. Endangerment of health, safety, or the environment.

Reporting Process

1. *How to Report*

Concerns can be reported through any of the following channels:

- Email: [Designated Whistleblower Email Address]
- Phone: [Whistleblower Hotline Number]
- Anonymous Reporting: [Online or physical suggestion box system, if applicable]
- Direct Contact: Report to the Whistleblower Officer (WBO) or any senior management representative.

2. *Information to Include*

- Detailed description of the concern, including dates, times, locations, and individuals involved.

- Any supporting evidence, if available.
 - Whistleblower's contact information (optional for anonymous reports).
3. *Anonymous Reporting*
- Whistleblowers may choose to remain anonymous. However, providing contact information can facilitate further investigation.

Investigation Process

1. *Acknowledgment*

- Reports will be acknowledged within 3 business days of receipt.

2. *Preliminary Review*

- The Whistleblower Officer (WBO) or designated investigator will conduct a preliminary review to assess the validity of the complaint.

3. *Investigation*

- A detailed and impartial investigation will be carried out, involving relevant departments or external experts if necessary.
- The investigation process will be completed within 30 days, unless an extension is required due to complexity.

4. *Resolution*

- Based on the findings, appropriate actions will be taken, which may include disciplinary action, process improvements, or legal proceedings.
- The whistleblower will be informed of the outcome, subject to confidentiality considerations.

Protection for Whistleblowers

1. *Non-Retaliation*

- AHF strictly prohibits retaliation against individuals who report concerns in good faith.
- Retaliation may include dismissal, demotion, harassment, or any adverse treatment.

2. Remedies for Retaliation

- Any individual found retaliating against a whistleblower will face disciplinary action, up to and including termination of employment.
- Whistleblowers subjected to retaliation will receive support, including potential reinstatement or compensation, if applicable.

3. False Reporting

- Individuals who knowingly make false or malicious reports may be subject to disciplinary action.

Roles and Responsibilities

1. Whistleblower Officer (WBO)

- Oversee the implementation of the whistleblower policy.
- Handle and investigate reports in a confidential and impartial manner.
- Ensure timely resolution of complaints.

2. Management

- Foster a culture of openness and integrity.
- Ensure employees are aware of their rights and responsibilities under this policy.

3. Employees and Associates

- Report concerns promptly and in good faith.
- Cooperate with investigations when requested.

Monitoring and Review

- AHF will monitor the implementation and effectiveness of this policy.
- An annual review will be conducted to incorporate feedback and adapt to changing organizational needs.
- Updates to the policy will be communicated to all employees and stakeholders.

Contact Information

Whistleblower Officer (WBO)

Aas Health Foundation

Help@ashealthfoundation.com

7304317605

Acknowledgment

All employees, volunteers, and associates must acknowledge that they have read, understood, and agree to abide by this Whistleblower Policy.

Approved by:

Dr. Kamlesh Kakde

Secretary,

Aas Health Foundation

Date: