

WHISTLE BLOWER POLICY OF VOLUNTARY HEALTH ASSOCIATION OF TRIPURA

Circuit House Area, P.O- Kunjaban, Agartala- 799006, Tripura, India

(This policy was approved by the Executive Committee of VHAT in the meeting on 3rd July, 2022. Again it was placed in 34th AGM for the approval of the General Committee on 11th September, 2022, where policy was approved unanimously by the General Committee)

Purpose:

Voluntary Health Association of Tripura (VHAT) is committed to befit the very best stands of professionalism, honesty, integrity and ethical behavior in line with the VHAT Code of Conduct and Ethics. The policy aims to produce a secure environment and to encourage employee or its associates to report unethical, unlawful or improper practices, acts or activities within the organization and ban to managerial personal from taking any adverse personal action against those employees who report such practices in honestly.

Scope:

This policy is applicable to all the employee of the Voluntary Health Association of Tripura (VHAT).

Policy:

Every employee of the Voluntary Health Association of Tripura (VHAT) is expected to promptly report to the management any actual or possible violation of the Code of Conduct or any other unlawful or unethical or improper practice or act or activity concerning VHAT.

The unlawful or unethical or improper practice or act or activity (hereafter referred to as "alleged wrongful conduct") may include, but is not limited to, any of the following.

- A violation of any law.
- Misuse or misappropriation of VHAT asset.
- Incorrect financial reporting.
- A substantial and specific danger to health and safety.
- An abuse of authority.

No manager, director, department head, or any other employee with authority to make or materially influence significant personal decisions shall take or recommended an adverse personal action against an employee in knowing retaliation for disclosure of information, made in good faith, about an alleged wrongful conduct.

Responsibilities and Rights of Whistle-Blower

- Whistle-Blower provide initial information based on a reasonable belief that an alleged wrongful conduct has occurred. The motivation of a whistle-blower is irrelevant to the consideration of the validity of the allegations. However, the intentional filing of a false report, whether orally or in writing is itself considered an improper activity, which the Chairman of Audit Committee has the right to act open.
- Whistle-Blower have a responsibility to set forth all known information regarding any reported allegations. Whistle-blower must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations would not be undertaken without verifiable evidence.
- However, Whistle-Blower shall refrain from obtaining evidence for which they do not have a right of access. Such improper access may itself be considered an improper activity.

Sikha Saha DM

President,
Voluntary Health Association of Tripura
Circuit House Area, PO : Kunjaban,
Agartala, Tripura-799006, India.

- Whistle-Blower are "reporting parties," and not investigations. They are not to act on their own in conducting any investigative activities, nor shall they have to participate in any investigative activities other than as requested by the investigating authority.
- The identity of the whistle-blower will not be disclosed except where required under the law or for the purpose of the investigation.
- A Whistle-blower's right to protection from retaliation does not grant him immunity for any complicity in the matters that are the subject of the allegations or an ensuing investigation or any other misconduct or wrong doing.
- This policy may not be used as a defense by an employee against whom an adverse personal action has been taken for legitimate reasons or cause under Organization rules and policies. It shall not be a violation of this policy to take adverse personal action against an employee, whose conduct or performance warrants that action, separate and apart from that employee making a disclosure.

Whistle-blower protections are provided in two important areas –confidentially and against retaliation. Insofar as possible, the confidentiality of the whistle-blower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and provide accused individuals their legal rights of defense. The Organization will not retaliate against a whistle-blower. This includes, but not limited to protection from retaliation in the form of an adverse employment action such as termination compensation decreases, or poor work assignment and threats of physical harm. Any whistle-blower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of the whistle-blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Sikha Saha Das

(Ms. Sikha Saha Das)

President

Voluntary Health Association of Tripura

President,
Voluntary Health Association of Tripura
Circuit House Area, PO : Kunjaban,
Agartala, Tripura-799006, India.