

Aslan Health Whistleblower Policy

1. Purpose:

The purpose of this Whistleblower Policy is to establish procedures for reporting and investigating concerns or complaints regarding unethical or illegal activities within Aslan Health. This policy is designed to encourage employees and other stakeholders to come forward with such information without fear of retaliation.

2. Reporting Mechanisms:

- a. Employees are encouraged to report concerns or complaints to their immediate supervisor. If the concern involves the supervisor or the employee is uncomfortable reporting to their supervisor, the employee should contact the executive director or board chairman directly.

- b. The Executive Director will be responsible for receiving and documenting all reports.

3. Confidentiality:

- a. All reports and investigations will be handled confidentially to the extent allowed by law.

- b. Limited disclosure of information may be necessary during the investigation process, and efforts will be made to disclose information only to those who need to know.

4. Non-Retaliation:

- a. Aslan Health prohibits any form of retaliation against individuals who report concerns or participate in an investigation.

- b. Any employee found to be engaging in retaliation will be subject to disciplinary action, up to and including termination.

5. Investigation Process:

- a. The Executive Director will conduct a prompt and thorough investigation of all reports.

- b. Employees involved in the investigation will be required to maintain confidentiality.

6. Resolution:

- a. Following the investigation, appropriate corrective actions will be taken based on the findings.

- b. Employees who made the report will be informed of the resolution to the extent allowed by law.

7. Reporting to Authorities:

- a. If the concern involves criminal activity, the Executive Director will report the matter to the appropriate authorities.

8. Record Keeping:

- a. All reports, investigations, and resolutions will be documented and retained in accordance with applicable laws and regulations.

9. Review and Updates:

- a. This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

10. Acknowledgment:

All employees will be required to acknowledge receipt and understanding of this Whistleblower Policy.

Aslan Health Whistleblower Policy Acknowledgment Form

I, [Employee's Name], have received and read the Aslan Health Whistleblower Policy. I understand the procedures for reporting concerns and the protections against retaliation. I agree to comply with the terms and conditions outlined in this policy.

Employee's Signature: _____

Date: _____