



HEALTHCARE EXTENSION PROMOTION AND
TRAINING ORGANIZATION

WHISTLEBLOWER POLICY

1. Introduction

Healthcare Extension Promotion and Training Organization, Inc. (HEPTO) is committed to upholding the highest standards of ethics, integrity, and transparency in all aspects of its operations. As part of this commitment, HEPTO encourages its employees, volunteers, contractors, and stakeholders to report any suspected violations of laws, regulations, policies, or unethical conduct through established channels.

This Whistleblower Policy outlines the procedures for reporting concerns and provides protections for individuals who report in good faith.

2. Scope

This policy applies to all individuals associated with HEPTO, including but not limited to employees, volunteers, contractors, vendors, partners, donors, and beneficiaries. It covers concerns related to illegal activities, fraud, corruption, conflicts of interest, misconduct, violations of organizational policies, or any behavior that may harm HEPTO's mission, reputation, or stakeholders.



3. Reporting Procedure

Any individual who becomes aware of a suspected violation or unethical conduct should report it promptly using one of the following channels:

- ➔ Directly to their immediate supervisor or manager.
- ➔ To the Executive Director of HEPTO.
- ➔ Through the organization's anonymous reporting mechanism, if available.

Reports should include specific details such as the nature of the concern, individuals involved, date, time, and any supporting evidence or documentation available. All reports will be treated with confidentiality to the extent possible, and anonymity will be respected if requested, except where disclosure is required by law or necessary for investigation purposes.





4. Protection of Whistleblowers

HEPTO prohibits retaliation against individuals who report concerns in good faith. Retaliation includes but is not limited to termination, demotion, harassment, or any adverse action taken against the whistleblower. Any retaliation against a whistleblower will result in disciplinary action, up to and including termination of employment or legal action, as appropriate.



5. Investigation Process

Upon receiving a report, HEPTO will promptly initiate an impartial and thorough investigation.

The investigation may involve gathering additional information, interviewing relevant parties, and assessing the credibility of the allegations.

HEPTO will strive to complete the investigation within a reasonable timeframe while ensuring fairness and due process for all involved.



6. Confidentiality

HEPTO will maintain the confidentiality of whistleblowers, to the extent possible, throughout the investigation process. However, it may be necessary to disclose certain information to facilitate the investigation or to comply with legal obligations. Whistleblowers are encouraged to raise any concerns about confidentiality with the designated investigating authority.



7. Corrective Action

If the investigation substantiates the reported concerns, HEPTO will take appropriate corrective action to address the issue.

This may include implementing disciplinary measures against individuals involved, revising policies or procedures, conducting training or awareness programs, or taking any other action deemed necessary to prevent recurrence and uphold organizational integrity.



8. Non-Retaliation

HEPTO prohibits retaliation against individuals who refuse to participate in unethical conduct or who assist in the investigation of reported concerns. Any act of retaliation will be promptly addressed, and perpetrators will be subject to disciplinary action.



10. Review and Amendment

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and best practices. Amendments may be made as necessary, with approval from the Board of Directors.



9. Compliance

All individuals associated with HEPTO are expected to comply with this Whistleblower Policy and cooperate fully with investigations. Failure to comply may result in disciplinary action, up to and including termination of employment or legal action, as appropriate.



11. Contact Information

For questions, concerns, or to report suspected violations, individuals can contact:

Executive Director Healthcare
Extension Promotion and Training
Organization, Inc. (HEPTO)
Contact@hepto.org

Acknowledgment

I acknowledge that I have read and understood HEPTO's Whistleblower Policy. I agree to comply with its provisions and to report any concerns of suspected violations promptly and in good faith.

Signature: _____

Date: _____