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**RAKTA
SANJEEVANI**

WHISTLEBLOWER POLICY

Speak up. We'll listen.

Address

Bebejia Gaon, Titabar, Jorhat, Assam- 785630

WHISTLEBLOWER POLICY

Promoting Transparency and Ethical Conduct

Document ID: WHIS-POL-001

Version: 1.0

Effective Date: 05/04/2021

Approved By: Apurba Gohain, Secretary

1. Introduction

Rakta Sanjeevani is committed to maintaining the highest standards of ethical conduct and corporate governance. This Whistleblower Policy provides a framework for employees and other stakeholders to report concerns about potential wrongdoing without fear of retaliation.

2. Purpose

The purpose of this policy is to:

- Encourage the reporting of genuine concerns about suspected wrongdoing or unethical behavior within Rakta Sanjeevani.
- Provide clear procedures for reporting such concerns.
- Ensure that all reports are taken seriously and investigated appropriately.
- Protect whistleblowers from retaliation.

3. Scope

This policy applies to all employees, officers, directors, contractors, vendors, and other stakeholders of Rakta Sanjeevani.

4. Reporting Procedures

Any individual who has a genuine concern about suspected wrongdoing or unethical behavior within Rakta Sanjeevani is encouraged to report it. Reports can be made through the following channels:

- **Direct Supervisor:** Individuals can report concerns to their direct supervisor.
- **Anonymous Reporting:** Concerns can be reported anonymously through raktasanjeevani@gmail.com.

5. Confidentiality

Rakta Sanjeevani will make every effort to maintain the confidentiality of whistleblowers, subject to legal and regulatory requirements. However, confidentiality cannot be guaranteed in all circumstances, particularly if an investigation requires the disclosure of the whistleblower's identity.

6. Protection Against Retaliation

Rakta Sanjeevani strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation includes any adverse action taken against an employee, such as termination, demotion, harassment, or discrimination. Any individual who believes they have been subjected to retaliation should report it immediately to the [Designated Officer's Name] or through the anonymous reporting mechanism.

7. Investigation Procedures

All reports of suspected wrongdoing will be investigated promptly and thoroughly. The investigation will be conducted by the a designated investigator. The investigation may involve interviewing witnesses, reviewing documents, and gathering other relevant information. The findings of the investigation will be reported to the executive body.

8. False or Malicious Reports

This policy is intended to protect individuals who report genuine concerns in good faith. However, individuals who knowingly make false or malicious reports may be subject to disciplinary action, up to and including termination of employment.

9. Policy Review

This Whistleblower Policy will be reviewed periodically to ensure its effectiveness and compliance with legal and regulatory requirements. The policy may be amended or updated from time to time.

Summary

This Whistleblower Policy is designed to foster a culture of transparency and accountability within Rakta Sanjeevani. It outlines the procedures for reporting suspected wrongdoing, ensures confidentiality where possible, and protects whistleblowers from retaliation. By adhering to this policy, Rakta Sanjeevani aims to maintain the highest standards of ethical conduct and corporate governance.



**RAKTA
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ORGANIZATION POLICY

*Transparency in action. This policy provides a
safe space for you to speak up without fear.*

***Created on
05/04/2021***

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