
HEALTH TALENTS INTERNATIONAL INC

WHISTLEBLOWER PROTECTION POLICY

POLICY STATEMENT

This policy is to encourage and enable employees and others to raise serious concerns about and violations of HTI policy, mission and core values without fear of retaliation

REASON FOR THE POLICY

This policy exists to ensure that HTI can address and correct the inappropriate conduct or actions.

APPLICATION This policy includes all board members, officers, employees and volunteers.

POLICY ELABORATION

It is contrary to the values of HTI for anyone to retaliate against a complainant who in good faith reports a concern or violation.

An employee who retaliates against someone who has reported a concern or violation in good faith is subject to discipline up to and including termination of employment.

PROCEDURES

HTI recommends that the complainant share their questions, concerns, suggestions or complaints in writing (see attached form) with their immediate supervisor and the chair of the Personnel committee who will notify the HTI board president.

Throughout the process the complainant and the Supervisor have a right to have a witness in any closed-door meetings.

The supervisor will respond to the complainant and the Personnel committee chair in writing within 24-48 hours.

If the complainant is uncomfortable doing this or is not satisfied with the Supervisor's response, he or she may share the information directly with the President of the Board.

The Executive committee of the HTI board will serve as the Grievance Review committee should the chain of command prove unsuccessful in resolving the grievance.

Unresolved grievances will be brought to the HTI board president who will inform the Executive Committee of the HTI Board.

CONTACT

Contact the HTI US Mission Director at HTIRick@aol.com or TSI CA Mission Director at tsidirectorca@aol.com with questions relating to this policy.