



## *Sudanese American Medical Association*

### **Whistleblower Protection Policy**

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The Sudanese American Medical Association Inc (SAMA) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors, officers, employees and representatives of SAMA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees, board members, volunteers and individuals affiliated with SAMA to raise serious concerns internally so that SAMA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of SAMA's [code of conduct](#) or suspected violations of law or regulations that govern SAMA's operations.

#### **No Retaliation**

It is contrary to the values of SAMA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, and/or suspected violation of any regulation governing the operations of SAMA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including but not limited to termination of employment.

#### **Reporting Procedure**

SAMA has an open-door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or they are not satisfied with your supervisor's response, they are encouraged to speak with a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to SAMA's Secretary General, who has the responsibility to investigate all reported complaints. Employees and volunteers with concerns or complaints may also submit their concerns in writing directly to their supervisor or directly to the Board.

The Board of Trustees shall report at least annually any compliance activity relating to accounting or alleged financial improprieties.

SUDANESE AMERICAN MEDICAL ASSOCIATION

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### **Accounting and Auditing Matters**

SAMA's Treasurer shall immediately notify the Board of any concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Treasurer is expected to work with the Board until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### **Approved by the Board of Trustees on June 18th 2022**

<i>Nuha Mirghani</i>	<i>Nahla Gadalla</i>	<i>Salaheldin Abusin</i>
July 11, 2022	July 10, 2022	July 8, 2022
Nuha Mirghani	Nahla Gadalla	Salaheldin Abusin
President/Chairperson	Secretary General	Treasurer

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