

Whistleblower Policy & Procedures

Policy:

Dr Jocelyn Hellig Inc. encourages employees and other related parties/persons to the company to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees or the owners of the company. No person who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee, member, or person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination.

Procedures:

Reports can be made directly to the director(s) of the company. To the extent that the activity or misconduct involves the executive director the report should be made directly to the Practice Manager OR Practice Information Officer. Should all three these members be implicated, such reports can then be made directly to any subsequent body or council to which the company is affiliated to.

Contact Information:

Dr Jocelyn Ann Hellig
In her capacity as: Director & Owner of the
Business
Tel: +27 21 205 1829
Email: drjocelynhellig@gmail.com

Shandre Stephen
In her capacity as: Practice Manager
Tel: +27 21 205 1829
Email: drjocelynhellig@gmail.com

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Should the investigation reach a point which requires legal intervention, the complainant would be able to use his/her own discretion to make his/her identity known to those parties involved. The complainant should however under no circumstances be harassed or forced to do so. An employee or employer who performs such actions OR is found to have done so or participated in such activities is subject to discipline up to and including termination of employment.