

Whistleblower Policy





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1. Introduction

FitsAir is committed to conducting its business with the highest ethical standards and in compliance with all applicable laws and regulations. As part of our commitment to transparency and accountability, we encourage our employees, contractors, suppliers, and other stakeholders to report any concerns or suspected wrongdoing without fear of retaliation.

This Policy governs the reporting and investigation of improper or illegal activities at the Company, as well as the protection offered to the "Whistleblowers".

2. Scope

This policy applies to all employees, contractors, suppliers, and any other individuals associated with FitsAir.

Whistle Blowing – The term "whistle blowing" is most commonly used to describe a Whistleblower disclosing wrongdoings within an organization.

Such wrongdoing can include unlawful conduct, financial malpractice or dangers to the public or the environment.

Whistleblower – The individual making a disclosure under this policy, including:

- Employees
- Contractors and Sub-Contractors
- Consultants
- Trainees
- Applicants for employment
- Customers
- General Public

3. Reporting Procedure

3.1 Confidential Reporting

Employees and other stakeholders are encouraged to report concerns or suspected wrongdoing anonymously through secured 'Drop Box' or send an email to ethics@fitsair.com

All concerns received shall be forwarded to the Executive Management and the Chief Executive Officer within 2 working days for review and investigation.

FitsAir is committed to protecting the anonymity of whistleblowers to the extent permitted by law. However, anonymous reports may limit our ability to investigate and address the concern effectively.

3.2 Content of Report

When making a report, individuals are encouraged to provide as much detail as possible, including:

- A clear description of the concern or wrongdoing.
- Names of individuals involved, if known.
- Dates, times, and locations of incidents.
- Any supporting documentation or evidence, if available.

4. Protection Against Retaliation

FitsAir strictly prohibits retaliation against any individual who reports a concern in good faith. Retaliation includes but is not limited to termination, demotion, harassment, or any adverse employment action. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.



5. Investigation and Resolution

5.1 Initial Assessment

Upon receiving a report, FitsAir will conduct an initial assessment to determine the appropriate course of action. This may involve interviews, document review, and other relevant investigative steps.

5.2 Confidentiality

FitsAir will handle all reports with discretion and confidentiality to the extent permitted by law. Information will only be shared with those who need to know to conduct the investigation.

5.3 Resolution

FitsAir will take appropriate actions to address the concern, which may include corrective measures, disciplinary action, legal action, or other steps as necessary.

6. Reporting to Authorities

If the reported concern involves a potential violation of law, FitsAir will cooperate with relevant authorities as required by law.

7. Record Keeping

FitsAir will maintain records of all whistleblower reports, investigations, and resolutions for a minimum period as required by applicable laws and regulations.



8. Review and Updates

This Whistleblower Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with changing laws and best practices.

9. Conclusion

FitsAir values the contributions of whistleblowers in upholding our commitment to integrity and ethical conduct. We encourage individuals to come forward with concerns, and we are dedicated to addressing those concerns promptly and effectively while protecting the rights and confidentiality of whistleblowers.