HealthSphere Foundation – Organizational Overview

# About Us

HealthSphere Foundation is a non-profit organization established in 2005 with the mission to provide accessible and affordable healthcare to underserved communities around the world. Headquartered in Geneva, Switzerland, we operate in over 35 countries, delivering health services, education, and research-driven interventions.

# Vision

A world where everyone, regardless of geography or income, can access quality healthcare.

# Core Programs

1. Mobile Clinics:  
 Deploying mobile medical units to remote villages and conflict zones, offering basic healthcare services, vaccinations, maternal care, and health screenings.  
  
2. Health Education & Awareness:  
 Conducting workshops and digital campaigns to raise awareness about hygiene, disease prevention, nutrition, and reproductive health.  
  
3. Telemedicine Services:  
 Partnering with local governments to establish telemedicine hubs in rural areas, connecting patients to certified physicians via video consultations.  
  
4. Medical Research & Data Collaboration:  
 Facilitating global health data exchange and conducting field research to address region-specific health challenges such as malaria, tuberculosis, and malnutrition.

# Organizational Departments

## 1. Human Resources (HR)

The HR department manages recruitment, onboarding, employee benefits, conflict resolution, and organizational culture. They also ensure compliance with labor laws and conduct performance reviews.

## 2. Finance Department

Responsible for budgeting, financial reporting, grant management, and auditing. They work closely with partners to ensure financial transparency and optimal fund allocation.

## 3. Information Technology (IT)

The IT department manages infrastructure, cybersecurity, data storage, and internal systems including the Telemedicine Platform. They also provide support for remote and field teams.

# Policies and Procedural Documents

## 1. Code of Conduct

All employees and volunteers are expected to uphold the highest standards of ethics, respect, and integrity in all interactions. Harassment, discrimination, and corruption will not be tolerated.

## 2. Data Protection Policy

HealthSphere complies with international data protection regulations such as GDPR. All patient and employee data must be stored securely, and access is granted only to authorized personnel.

## 3. Remote Work Guidelines

Employees approved for remote work must maintain productivity, follow security protocols, and attend scheduled meetings via video conferencing tools.

## 4. Incident Reporting Procedure

Any incidents related to health, safety, or security must be reported to the department head within 24 hours using the standardized incident report form.

# Contact

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