

Anonymous Reporting Whistleblower Policy

1. Purpose

The purpose of this policy is to provide an avenue for employees and stakeholders to anonymously report concerns about unethical, unlawful, or improper conduct without fear of retaliation.

2. Scope

This policy applies to all employees, contractors, and partners of the organization.

3. Definitions

- **Whistleblower:** A person who reports wrongdoing within an organization.
- **Anonymous Reporting:** Submitting information without disclosing one's identity.
- **Retaliation:** Any adverse action taken against a whistleblower for reporting concerns.

4. Reporting Mechanism

1. Reports can be made via a designated anonymous hotline or secure reporting platform.
2. Information submitted should be factual and as detailed as possible to facilitate proper investigation.
3. All reports will be treated as confidential to the extent possible.

5. Investigation Process

- All reports will be promptly reviewed by the Ethics & Compliance team.
- Investigations will be carried out impartially and discreetly.
- Findings will be documented and appropriate action will be taken.

6. Protection Against Retaliation

The organization prohibits retaliation against whistleblowers who report concerns in good faith. Any retaliation will result in disciplinary action.

7. Confidentiality

The identity of the whistleblower will remain confidential, unless disclosure is required by law.

8. Review and Updates

This policy will be reviewed annually and updated as necessary to ensure its effectiveness.