

# Anti-Retaliation Whistleblower Policy Model

## 1. Purpose

This policy is intended to encourage employees, contractors, and other stakeholders to report suspected unethical, illegal, or improper conduct without fear of retaliation. It establishes procedures for the good-faith reporting and review of such concerns.

## 2. Scope

This policy applies to all employees, officers, contractors, and any person engaged with the organization in any capacity.

## 3. Policy Statement

The organization prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation of suspected misconduct.

## 4. Reporting

1. **How to Report:** Concerns may be reported via the designated reporting channel, supervisor, or the HR department.
2. **Good-Faith Requirement:** Reports must be made honestly and with reasonable belief in their accuracy.

## 5. Protection Against Retaliation

- No adverse action will be taken against any individual for reporting a concern or cooperating in an investigation, provided the report was made in good faith.
- Adverse actions include termination, demotion, harassment, or any form of retaliation.

## 6. Investigation Procedures

- All reports will be reviewed promptly and confidentially to the extent possible.
- Appropriate corrective action will be taken if a violation is found.

## 7. False Allegations

Deliberately false or malicious reports may result in disciplinary action.

## 8. Policy Review

This policy will be reviewed periodically and updated as necessary.