

# Corporate Whistleblower Reporting Policy

## 1. Purpose

This policy is intended to encourage and enable employees and other stakeholders to report any suspected wrongdoings or violations of company policies or laws, without fear of retaliation.

## 2. Scope

This policy applies to all employees, officers, directors, contractors, suppliers, and other stakeholders of [Company Name].

## 3. Definitions

- **Whistleblower:** An individual who reports suspected wrongdoing or violations in good faith.
- **Wrongdoing:** Includes but is not limited to fraud, corruption, unethical behavior, legal or regulatory violations, and breaches of company policy.

## 4. Reporting Mechanism

Reports can be made through any of the following channels:

1. Direct supervisor or manager
2. Human Resources department
3. Dedicated whistleblower hotline or email: [Insert Contact Information]

## 5. Confidentiality

All reports will be treated confidentially to the fullest extent possible. The identity of the whistleblower will be protected unless disclosure is required by law.

## 6. Investigation

Reported concerns will be investigated promptly and thoroughly by the appropriate personnel, ensuring fair treatment and due process for all parties involved.

## 7. Protection Against Retaliation

The company strictly prohibits retaliation against anyone who makes a report in good faith. Any attempt to retaliate will result in disciplinary action.

## 8. False Reports

Deliberately making false or malicious reports is a serious violation and may be subject to disciplinary action.

## 9. Review and Updates

This policy will be reviewed regularly and updated as necessary to comply with legal and regulatory requirements.

## **10. Effective Date**

This policy is effective as of [Insert Date].