

# Internal Reporting Whistleblower Policy

**Effective Date:** [Insert date]

## 1. Purpose

This policy aims to provide a clear and confidential process for employees or related parties to report any suspected or actual misconduct, unethical behavior, or violations of company policy, laws, or regulations.

## 2. Scope

This policy applies to all employees, contractors, consultants, and stakeholders of [Company Name].

## 3. Definitions

- **Whistleblower:** A person who reports misconduct or unethical behavior.
- **Reportable Conduct:** Any act that breaches company policy, law, or ethical standards.

## 4. Reporting Procedure

1. Reports can be submitted via:
  - Direct supervisor or manager
  - Internal Compliance Officer
  - Designated reporting channels: [Insert email/portal/phone]
2. Provide sufficient details to facilitate investigation.
3. Reports may be made anonymously, if preferred.

## 5. Investigation Process

- All reports will be acknowledged and reviewed promptly.
- Investigations will be carried out with impartiality and confidentiality.
- Outcomes will be communicated where appropriate, in line with privacy obligations.

## 6. Protection of Whistleblowers

- No retaliation, discrimination, or harassment will occur as a result of a report made in good faith.
- Reports made maliciously or without basis may result in disciplinary action.

## 7. Confidentiality

All information will be treated with strict confidentiality unless disclosure is required by law.

## 8. Record-Keeping

All reports and investigation findings will be documented and securely stored.

Record Type	Retention Period
Report Submission	[Insert period]

## **9. Review of Policy**

This policy will be reviewed periodically to ensure its continuing effectiveness.

---

[Name & Title]

[Date]