

Simple Whistleblower Policy Template for Employee Protection

1. Purpose

This policy is intended to encourage employees to report concerns about unethical, illegal, or otherwise improper conduct without fear of retaliation.

2. Scope

This policy applies to all employees, contractors, and representatives of the Company.

3. Policy Statement

Employees are encouraged to report any suspected wrongdoing, including but not limited to:

- Fraud or financial irregularities
- Unsafe work practices
- Violations of Company policies or laws
- Harassment or discrimination

4. Reporting Procedure

- Employees may report concerns to their immediate supervisor, manager, or designated Compliance Officer.
- Reports can be made verbally or in writing.
- Anonymous reporting options are available.

5. Protection Against Retaliation

Employees who make reports in good faith will not face retaliation, harassment, or adverse employment consequences. Retaliation against whistleblowers is strictly prohibited.

6. Confidentiality

All reports will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation.

7. Investigation

The Company will promptly investigate all reports. Appropriate corrective action will be taken if necessary.

8. Policy Review

This policy will be reviewed periodically to ensure effectiveness and compliance with applicable laws.