

Standard Whistleblower Procedure Policy Sheet

1. Purpose

This Whistleblower Procedure Policy provides a process for reporting concerns regarding unethical or illegal activities within the organization, while ensuring protection from retaliation.

2. Scope

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

3. Policy Statement

The organization encourages all individuals to report any activity they reasonably believe violates company policy, law, or ethical standards. Reports will be treated confidentially and investigated promptly.

4. Procedure

1. **Reporting:** Submit your concern to the designated Whistleblower Contact in writing or verbally. Anonymous reports will be accepted.
2. **Investigation:** The designated committee will review and investigate the matter promptly and impartially.
3. **Protection:** Retaliation against any individual who reports in good faith is strictly prohibited.
4. **Outcome:** Findings and corrective action (if necessary) will be communicated, as appropriate, to concerned parties.

5. Confidentiality

All reports will be handled with the highest degree of confidentiality to protect both the reporter and the subject of the investigation.

6. Contact Information

Designated Contact: _____

Email/Phone: _____

7. Acknowledgement

I have read and understand the Whistleblower Procedure Policy.

Signature: _____

Date: _____

Name: _____

