

# Whistleblower Program Policy

## 1. Purpose

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## 2. Scope

This policy applies to all employees, contractors, and related personnel of the organization.

## 3. Definitions

- **Whistleblower:** An individual reporting misconduct or suspected improper activity.
- **Improper Activity:** Any illegal, unethical, or otherwise inappropriate conduct.

## 4. Policy Statement

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## 5. Reporting Procedure

1. Report concerns through designated reporting channels.
2. Provide all relevant facts and supporting evidence.
3. Reports can be made anonymously if desired.

## 6. Investigation

All reported concerns will be evaluated and investigated as appropriate in a timely manner.

## 7. Protection Against Retaliation

Whistleblowers are protected from retaliation for reports made in good faith.

## 8. Confidentiality

All reports and investigations will be handled confidentially to the fullest extent possible.

## 9. Responsibilities

- **Management:** Support this policy and ensure no retaliation occurs.
- **All Personnel:** Report suspected misconduct without fear.

## 10. Review and Update

This policy will be reviewed periodically and updated as necessary.