

# Internal Whistleblower Policy Draft

Date: \_\_\_\_\_

## 1. Purpose

This Internal Whistleblower Policy is established to encourage and enable employees and stakeholders to raise concerns regarding suspected misconduct or violation of company policy in good faith, without fear of retaliation.

## 2. Scope

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

## 3. Reporting Misconduct

1. Reports may include, but are not limited to: violations of laws or regulations, fraud, corruption, discrimination, harassment, health and safety violations, and unethical conduct.
2. Concerns should be reported as soon as possible, in writing or verbally, to any of the following:
  - Immediate supervisor
  - Human Resources Department
  - Designated Whistleblower Officer: [Name/Contact]
3. Anonymous reports will be accepted and investigated to the extent possible.

## 4. Investigation Process

1. All reports will be acknowledged, recorded, and investigated promptly and confidentially.
2. Relevant facts will be gathered, and appropriate actions taken as necessary.
3. Whistleblowers may be asked to provide additional information to assist in the investigation.

## 5. Protection Against Retaliation

1. No employee or stakeholder who raises a concern in good faith shall suffer harassment, retaliation, or adverse employment consequences.
2. Any act of retaliation should be reported immediately and will result in disciplinary action.

## 6. Confidentiality

The company will maintain confidentiality to the fullest extent possible, consistent with the need to conduct an adequate investigation.

## 7. False Allegations

Allegations made maliciously or knowingly to be false may result in disciplinary action.

## 8. Review and Approval

This policy is subject to periodic review and approval by senior management and the Board of Directors.

Prepared By	Reviewed By	Approved By

*This is a sample internal policy draft. Adapt to your organizational requirements and consult with appropriate legal counsel before adoption.*