

# Simplified Whistleblower Procedure

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## 1. Introduction

This procedure outlines the steps for reporting concerns or misconduct anonymously and safely within the organization.

## 2. Scope

Applies to all employees, contractors, and associated personnel.

## 3. What to Report

- Illegal activities
- Fraud, corruption or bribery
- Safety hazards
- Abuse of authority
- Other serious misconduct

## 4. Reporting Channels

1. Submit a written or verbal report to the designated Whistleblower Officer.
2. Use the confidential email: *whistleblower@example.com*
3. Submit via an anonymous online form (if available).

## 5. Protection and Confidentiality

- All reports are handled confidentially.
- No retaliation will occur against any whistleblower acting in good faith.
- Identity will be protected as far as possible.

## 6. Investigation Process

1. Report received and acknowledged.
2. Initial assessment for credibility and severity.
3. Internal investigation by a designated team.
4. Appropriate actions taken if misconduct is confirmed.

## 7. Feedback

The whistleblower will receive updates on the progress and outcome if possible and if contact details are provided.

## 8. Questions

For further guidance, contact the Whistleblower Officer at *compliance@example.com*.