

Whistleblower Protection Policy Outline

Sample for Small Businesses

1. Purpose

To provide a mechanism for employees to report concerns regarding unethical, illegal, or unsafe activities without fear of retaliation.

2. Scope

- All employees, contractors, and consultants
- All locations and departments

3. Definitions

- **Whistleblower:** Individual reporting suspected misconduct or violations.
- **Retaliation:** Any adverse action taken because of whistleblowing.

4. Reporting Procedure

- Concerns may be reported verbally or in writing.
- Reports may be made to a supervisor, manager, or designated contact (e.g., HR).
- An anonymous reporting option may be available.

5. Investigation Process

- All reports will be taken seriously and investigated promptly.
- Confidentiality will be maintained to the extent possible.
- The subject of the report will be informed as appropriate.
- Findings will be documented and appropriate action taken if required.

6. Protection Against Retaliation

- No employee or affiliate who reports a concern in good faith will face retaliation.
- Retaliatory acts are grounds for disciplinary action.

7. False Reports

- Reports made in bad faith or knowingly false are subject to disciplinary action.

8. Policy Review

- This policy will be reviewed annually and updated as required.

9. Acknowledgement

- All employees must acknowledge receipt and understanding of this policy.