

# Corporate Whistleblower Policy Template

## 1. Purpose

The purpose of this Corporate Whistleblower Policy is to encourage employees to report any unethical or illegal behavior within the organization without fear of retaliation.

## 2. Reporting Procedure

Employees who become aware of any misconduct are encouraged to report it to their immediate supervisor, HR department, or the designated whistleblower hotline. Reports can be made anonymously if desired.

## 3. Investigation Process

All reports of misconduct will be promptly and thoroughly investigated by the appropriate department. Investigations will be conducted in a fair and impartial manner, and confidentiality will be maintained to the extent possible.

## 4. Non-Retaliation

Retaliation against employees who report misconduct in good faith is strictly prohibited. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

## 5. Protection of Whistleblowers

Employees who report misconduct in good faith will be protected from any adverse actions as a result of their report. The organization is committed to ensuring the safety and well-being of whistleblowers.

## 6. Compliance

All employees are expected to comply with this Corporate Whistleblower Policy. Failure to do so may result in disciplinary action.

## **7. Resources**

For more information on whistleblowing and reporting procedures, employees can refer to the [Department of Labor's Whistleblower Protection Program](<https://www.dol.gov/agencies/whd/whistleblower>).

## **8. Acknowledgement**

By signing below, employees acknowledge that they have read and understand the Corporate Whistleblower Policy and agree to comply with its provisions.

[Signature] [Date]