## **Corporate whistleblower policy template**

[Organization name]

Whistleblower policy

### **Brief & purpose**

This policy aims to provide a safe and confidential reporting mechanism for employees to report any unethical or illegal behavior that they witness or are asked to participate in. The policy protects employees from retaliation for reporting such behavior and ensures that the organization takes appropriate action against those who violate the policy.

### **Scope**

This policy applies to all employees, contractors, and third-party vendors working with [organization name].

### **Reporting channels**

Employees can report violations through various channels, such as:  
\* Email: [ethics@organization.com]  
\* Phone: 1-800-123-xxxx  
\* Anonymous reporting system: [www.example.com/ethics]

### **Reporting form**

The reporting form should include fields for describing the violation, the date, time, location, and any supporting evidence. Employees can access the form through the anonymous reporting system or by contacting the ethics department.

### **Investigation process**

All reports will be thoroughly investigated by the ethics department or an appointed investigator. The investigation will be fair, impartial, and confidential. The organization will take appropriate action against those who violate the policy, up to and including termination.

### **Retaliation protection**

The organization prohibits retaliation against employees who report violations in good faith. Employees who feel they have been retaliated against should report the incident to the ethics department immediately.

### **Disciplinary action**

Employees who violate this policy will face disciplinary action, up to and including termination. The organization will also take appropriate action against contractors or third-party vendors who violate the policy.

### **Communication and training**

The organization will communicate this policy to all employees, contractors, and third-party vendors. The policy will be reviewed and updated regularly to ensure it remains effective and relevant. The organization will provide training to managers and supervisors on the policy and their roles and responsibilities.

### **Effective date**

This policy is effective as of [insert date] and supersedes all previous policies related to whistleblower reporting.

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