

Whistleblower Policy Document

Section 1: Definitions and Key Terms

1. Whistleblower

An individual who reports or discloses information concerning unethical, illegal, or otherwise improper conduct within an organization.

2. Good Faith

The honest belief that the information being reported is true, regardless of whether it turns out to be correct or not. Reports made in bad faith or with malicious intent are not protected under this policy.

3. Retaliation

Any adverse action taken against a whistleblower as a result of their decision to disclose information or participate in an investigation. Examples include but are not limited to termination, demotion, harassment, or any form of workplace discrimination.

4. Reportable Conduct

Any action or omission that is unlawful, unethical, or in violation of the organization's policies, including but not limited to fraud, corruption, abuse of power, or health and safety violations.

5. Investigation

The formal process initiated by the organization to assess the validity and substance of a whistleblower complaint.

6. Confidentiality

The commitment of the organization to protect the identity of the whistleblower and the details of the report to the extent possible, subject to applicable laws and the need for a fair investigation.

Important Notes:

- Ensure all terms are clearly defined and easily understood by all employees.
- State the commitment to protect whistleblowers against retaliation.
- Clarify procedures for making reports and key points of contact.
- Highlight the importance of confidentiality during the process.
- Tailor definitions and provisions to specific organizational and legal requirements.