

Whistleblower Policy Document

Scope and Applicability

This Whistleblower Policy applies to all employees, directors, officers, contractors, and other stakeholders of [Company Name]. The scope of this policy covers the reporting and management of suspected unethical behavior, fraud, corruption, misconduct, or violations of internal policies and applicable laws.

The policy is intended to encourage and enable individuals to raise concerns internally so that [Company Name] can address and correct inappropriate conduct and actions. It provides guidance on how concerns can be raised, the procedures for investigation, and the protection against retaliation for those who report in good faith.

Policy Coverage

- All employees, including full-time, part-time, and temporary staff
- Directors, officers, and members of the Board
- Contractors, consultants, and agency staff
- Any third parties associated with [Company Name]

The policy covers, but is not limited to, the following areas:

- Fraud, financial malpractice, or misappropriation of funds
- Criminal offences or activities
- Breach of legal or regulatory obligations
- Breach of company policies and codes of conduct
- Health and safety risks or environmental violations
- Abuse of power or authority
- Any other misconduct or unethical behavior

Important Notes

- Confidentiality for whistleblowers is protected as much as possible.
- No retaliation or adverse action will be taken against individuals making reports in good faith.
- This policy supports and encourages transparency and ethical conduct.
- Whistleblower reports should be factual and made without malicious intent.