[Company name]

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Whistleblowing Policy

[Company name]

Effective date: [date] · Review date: [date]

1. Purpose

We encourage everyone to speak up about wrongdoing. This policy explains how to raise a concern, what happens next, and the protection you receive.

2. What to report

- Criminal offences or fraud
- Health and safety dangers
- Environmental damage
- Miscarriages of justice
- Breaches of legal or regulatory duties
- Deliberate cover-ups of any of the above

3. How to raise a concern

1. First: speak to [your line manager / HR].
2. If that is not appropriate: contact [designated whistleblowing officer: name, email, phone].
3. You may raise concerns in writing, by phone, or in person. Anonymous reports are accepted but harder to investigate.
4. External routes: [regulator / legal advice] if internal routes fail or the matter is urgent.

4. What happens next

- We acknowledge your report within [5] working days.
- An impartial person investigates; you are kept informed of progress.
- Outcomes are recorded. You receive feedback where possible.

5. Protection

You will not suffer detriment, dismissal or retaliation for raising a genuine concern - even if it turns out to be mistaken. Malicious false reports are treated as misconduct.

6. Confidentiality

Your identity is kept confidential as far as the investigation allows. We only disclose it with your consent or where the law requires it.

[Company name]

Note: whistleblower protection law differs by country. Check the law that applies to you and have this policy reviewed locally before adopting it.