## Whistleblower Protection Policy Template

**Effective Date**: [Insert Date]
**Revision Date**: [Insert Date]
**Approved By**: [Insert Approving Body]

**1. Purpose**

The purpose of this Whistleblower Protection Policy is to encourage employees, volunteers, board members, and other stakeholders to report unethical, illegal, or improper behavior without fear of retaliation. [ORGANIZATION NAME] is committed to transparency, accountability, and compliance with all applicable laws.

**2. Scope**

This policy applies to all employees, contractors, volunteers, board members, and stakeholders of [ORGANIZATION NAME]. It covers reports related to:

1. Financial fraud or mismanagement.
2. Legal violations.
3. Harassment or discrimination.
4. Health and safety violations.
5. Violations of organizational policies or ethical standards.

**3. Reporting Mechanisms**

**3.1 How to Report**
Individuals may report concerns through the following channels:

1. **Direct Reporting**:
	* Immediate supervisor or department head.
	* HR Department at [Insert Email/Phone].
2. **Anonymous Reporting**:
	* Whistleblower hotline at [Insert Hotline Number].
	* Anonymous email submission to [Insert Email Address].

**3.2 Contents of the Report**
Reports should include:

* Description of the concern or misconduct.
* Date(s) and location(s) of the incident(s).
* Names of individuals involved.
* Supporting evidence, if available.

**4. Investigation Process**

**4.1 Acknowledgment**
Reports will be acknowledged within [Insert Timeframe, e.g., 3 business days].

**4.2 Appointment of Investigator**
The [Insert Relevant Position, e.g., Compliance Officer or HR Director] will oversee the investigation, ensuring neutrality and confidentiality.

**4.3 Investigation Steps**

1. Gather facts and evidence through interviews and documentation review.
2. Maintain confidentiality to the extent possible without compromising the investigation.
3. Provide a written report of findings to the [Insert Relevant Body, e.g., Audit Committee or Board].

**4.4 Timeline**
Investigations will be concluded within [Insert Timeframe, e.g., 30 business days], unless extenuating circumstances require more time.

**5. Protection Against Retaliation**

**5.1 Retaliation Prohibition**
No individual who in good faith reports a concern shall be subject to:

* Demotion or termination.
* Unfavorable treatment.
* Harassment or discrimination.

**5.2 False Reporting**
Deliberately false or malicious complaints may result in disciplinary action.

**6. Confidentiality**

[ORGANIZATION NAME] is committed to protecting the confidentiality of whistleblowers to the fullest extent possible, consistent with the need to conduct a thorough investigation.

**7. Training and Awareness**

1. **Annual Training**: All staff and board members will receive whistleblower policy training.
2. **Policy Accessibility**: This policy will be included in the employee handbook and made available on the organization’s website.

**8. Monitoring and Reporting**

**8.1 Oversight**
The [Insert Relevant Position, e.g., Audit Committee Chair] will oversee whistleblower reports and ensure resolution.

**8.2 Reporting Trends**
The [Insert Relevant Body, e.g., Audit Committee] will review whistleblower trends annually and recommend policy updates as needed.

**9. Policy Review and Updates**

This policy will be reviewed annually by [Insert Relevant Body] and updated to remain in compliance with legal requirements and best practices.

**10. Approval and Adoption**

This Whistleblower Protection Policy was approved by the Board of Directors on [Insert Date].

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Name**: [Insert Name]
**Title**: [Insert Title]
**Date**: [Insert Date]