****WHISTLEBLOWER POLICY

**template**

How to use this template

This whistleblower policy template contains five sections that can be edited, rewritten, replaced or adapted to meet the needs of your company. Each section contains a brief instruction, which you can delete, followed by an example of the text you may wish to include in the section. The table of contents can be updated to reflect any changes you make in the document. New sections headers should be designated as “Heading 2” to ensure they are included in the table of contents when you update it.

The footer in the document contains the i-Sight logo. This is editable and can be replaced with your own company logo, alternate text or nothing at all.

writing your whistleblower POLICY

Here are some resources to help you write your whistleblower policy.

Before you begin, read the following articles:

* [here’s what you need in your whistleblower policy (and why)](https://i-sight.com/resources/heres-what-you-need-in-your-whistleblower-policy-and-why/)
* [Should you allow anonymous reporting on your whistleblower hotline?](https://i-sight.com/resources/should-you-allow-anonymous-reporting-on-your-whistleblower-hotline/)
* [A practical guide to whistleblower protections](https://i-sight.com/resources/a-practical-guide-to-whistleblower-protections/)
* [complying with the eu whistleblower directive: a complete guide](https://i-sight.com/resources/complying-with-the-eu-whistleblower-directive-the-complete-guide/)

Then, watch these free webinars:

* [how](https://i-sight.com/resources/webinar-how-to-set-up-a-whistleblower-hotline/) to set up a whistleblower hotline
* [Avoiding whistleblower retaliation claims](https://i-sight.com/resources/avoiding-whistleblower-retaliation-claims/)
* [handling whistleblower complaints: a global perspective for north american companies](https://i-sight.com/resources/handling-whistleblower-complaints-a-global-perspective-for-north-american-companies/)
* [top strategies for encouraging employees to use your whistleblower hotline](https://i-sight.com/resources/top-strategies-for-encouraging-employees-to-use-your-whistleblower-hotline/)

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## Purpose

Outline the purpose of the whistleblower policy. List the policy goals and objectives. Elaborate on the company’s commitments to an ethical workplace. Explain why this document has been created and what you hope to achieve with it.

*For example:*

*The purpose of this whistleblower policy is to protect the integrity of [Company Name] and its employees. This policy is designed to inform employees of the ways they can report concerns and suspicions of wrongdoing. Please read this policy in conjunction with [Company Name]'s other internal documents, including:*

* *code of conduct*
* *fraud policy*
* *harassment policy*

## Scope

Outline the scope of the whistleblower policy. Who does it cover (e.g. interns, contractors, business partners, etc.)? You can also note how and when the policy is reviewed.

*For example:*

*This whistleblower policy should be applied by and to the actions of every employee, intern, contractor, consultant and other stakeholder. This document is reviewed annually by a committee of employees, but is subject to change more often if an incident occurs or procedures have been updated.*

## What to Report

Explain what types of concerns should be reported, giving specific examples for each category.

*For example:*

*Reportable offenses under this policy include:*

* ***Harassment and discrimination:*** *discrimination in hiring/promoting decisions, bullying, sexual/physical/psychological harassment as defined in [Company Name]’s harassment policy*
* ***Fraudulent activity:*** *theft, benefits fraud, bribery, misuse of funds, misrepresentation of funds, other fraud as defined in [Company Name]’s fraud policy*
* ***Ethics concerns:*** *nepotism, conflict of interest, corruption, retaliation or retribution against parties who report concerns, abuse of power*
* ***Compliance lapses:*** *breaches of relevant laws, regulations and reporting requirements [Company Name] is subject to*
* ***Other misconduct:*** *endangering other parties’ health and safety, violation of [Company Name]’s policies, concealment of violation of this or another policy on behalf of another party*

*All reports received through the aforementioned channels will be treated as serious concerns. [Company Name] trusts that reporters submit their concerns in good faith. Reports that are found in violation of this assumption could result in disciplinary action up to and including termination of employment or dissolution of the business relationship (for contractors and partners).*

## How to Report

In this section, describe the reporting channels available to employees and how to find and use each one. Be as detailed as possible.

*For example:*

***Whistleblower Hotline***

*[Company Name]’s whistleblower hotline is accessible [list hours and days here]. To access this service, call XXX-XXX-XXXX. [If you are a worldwide company, include the hotline numbers and hours for each country, if applicable]*

***Online Complaint Form***

*To submit a report online, visit our web-based hotline at [URL]. Fill in the nature of your complaint, details and your contact information, or select the “submit anonymously” box to make an anonymous report. This channel is open 24 hours a day, 7 days a week and monitored actively during regular business hours.*

***[Company Name] Ombudsman***

*Should you wish to submit a report in person, please visit the [Company Name] ombudsman’s office. [Include name(s) of staff and office location/numbers] There you can make a complaint in person or by completing a reporting form. This office is open [list hours here].*

## Anti-Retaliation Promise

In this section, emphasize your company’s commitment to ethics. Explain that whistleblowers should not let fear of retaliation keep them from reporting wrongdoing and list the consequences if retaliation does occur.

*For example:*

*Retaliation of any kind against a reporter is strictly prohibited. If any party is found to harass, discriminate against or otherwise retaliate against a person who has submitted a complaint, they will be subject to disciplinary action up to and including termination of employment or dissolution of the business relationship, and/or legal action.*