



Corporate Whistleblower Policy

Brief & Purpose

The corporate whistleblower policy aims to provide a safe and confidential reporting mechanism for employees to report any unethical or illegal behaviour they witness or are asked to participate in. It ensures that the organisation maintains a culture of transparency and accountability.

Scope

This policy applies to all employees, contractors, and business partners within the organization.

Reporting Channels

Employees can report violations through various channels, such as email, phone, or an anonymous reporting system.

Reporting Form

We have developed a reporting form that includes fields for describing the violation, the date, time, location, and any supporting evidence.

Investigation Process

All reports will be thoroughly investigated, and appropriate action will be taken against those who violate the policy.

Retaliation Protection

We are committed to protecting employees from retaliation for reporting violations.

Disciplinary Action

Appropriate disciplinary action will be taken against individuals who violate the policy.

Communication and Training

We will communicate this policy to all employees, emphasizing our commitment to maintaining a safe and ethical workplace. Managers and supervisors will receive training on their roles and responsibilities.

Effective Date

This policy is effective immediately.