TREC TOGETHER RISING AS AN ENVIRONMENTAL COMMUNITY

TREC HR & MANAGEMENT RESOURCE

Whistleblower Policy Sample

TREC is committed to providing new and pertinent information, tools, and samples to meet your Human Resources (HR) needs. Please note that this resource is not intended to be all-inclusive; we make every effort to present thorough and accurate information. However, numerous federal, state and local laws and regulations may vary regarding some of the issues; we encourage all organizations to review local laws and regulations and seek legal counsel when implementing new HR policies and procedures.

XYZ is committed to maintaining a workplace where employees are free to raise good faith concerns regarding XYZ's ethics and business practices, specifically:

(1) Reporting suspected violations of law on the part of XYZ.

(2) Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body.

(3) Identifying potential violations of XYZ's policy, specifically the policies contained in XYZ Organization's Fiscal Policies and Procedures Manual.

An employee who wishes to report a suspected violation of law or XYZ's policy may do so confidentially by contacting one or more of the following:

- Chair of the Board of Directors,
- Executive Director,
- Finance Director,
- Operations Manager.

XYZ expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of XYZ's policies.

Any employee who engages in retaliation will be subject to discipline, up to and including termination. Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following:

- Chair of the Board of Directors,
- Executive Director,
- Finance Director,
- Operations Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation.

The investigating parties will notify the concerned individuals of their findings directly, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Board of Directors.

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