This Whistleblower Protection Policy (“Policy”) applies to all employees, contractors, and affiliates of ABS Company (“Company”). It establishes a clear, confidential process for reporting unethical, illegal, or inappropriate conduct while safeguarding whistleblowers against retaliation. ABS Company is committed to fostering a culture of trust, integrity, and transparency in all its operations.

**1. Purpose and Scope**

The purpose of this Policy is to encourage the reporting of concerns relating to:

* Fraud, bribery, or corruption
* Violations of laws, regulations, or Company policies
* Unsafe working conditions or health hazards
* Harassment, discrimination, or retaliation
* Any other unethical or unlawful behavior affecting the Company or its stakeholders

This Policy protects whistleblowers who report in good faith from any form of retaliation, including dismissal, demotion, harassment, or discrimination.

**2. Confidential Reporting Procedure**

Employees and other stakeholders are encouraged to report concerns without fear or hesitation. Reports can be made through the following confidential channels:

* **Direct Reporting to Ethics Officer:** Contact Karen Williams, Ethics Officer, at ethics@abscompany.com or by phone at extension 5678.
* **Anonymous Hotline:** Use the Company’s secure third-party whistleblowing hotline accessible at www.abs-ethicshotline.com.

Reporters should provide sufficient details such as dates, names, descriptions of incidents, and any supporting evidence to facilitate an effective investigation.

**3. Protection Against Retaliation**

ABS Company strictly prohibits any retaliation against individuals who report concerns honestly and in good faith, whether the report is verified or not. Retaliation includes, but is not limited to:

* Disciplinary actions or dismissal
* Intimidation or harassment
* Unfair workload changes or exclusions
* Negative performance evaluations or threats

Anyone found retaliating against a whistleblower will face disciplinary action, including possible termination of employment.

**4. Investigation and Resolution**

* Upon receiving a report, Karen Williams, Ethics Officer, will acknowledge receipt within **two (2) business days**, maintaining confidentiality to the extent possible.
* The Ethics Officer will conduct or coordinate a prompt, thorough, and impartial investigation, involving relevant departments such as Legal or Human Resources as needed.
* Investigations will be handled discreetly, respecting the rights and privacy of all parties involved.
* Where appropriate, corrective actions will be taken to address any verified violations, which may include disciplinary measures or policy revisions.

**5. Assurance of Anonymity**

Whenever feasible, the Company will protect the identity of the whistleblower. Anonymity is encouraged to promote openness, but anonymous reports may limit the ability to investigate thoroughly or follow up.

**6. Policy Awareness and Training**

ABS Company will regularly communicate and train employees on this Policy to ensure clear understanding of reporting procedures, protections, and ethical expectations.

**Acknowledgment**

By adhering to this Whistleblower Protection Policy, ABS Company reinforces its commitment to ethical conduct, accountability, and a safe workplace environment.

| **Ethics Officer** | **Karen Williams** |
| --- | --- |
| Contact Email | ethics@abscompany.com |
| Phone Extension | 5678 |

*This single-page policy is designed to promote trust and integrity within ABS Company's governance framework by providing a straightforward and secure process for addressing misconduct.*

Picture of signature

Olivia Wilson

Manager