

## **MadeUpName, LLC**

### **Whistleblower & Reporting Policy**

#### **Purpose**

MadeUpName, LLC is committed to maintaining an ethical and transparent workplace. This policy provides a safe way for employees to report suspected misconduct, unethical behavior, or violations of law or company policy without fear of retaliation.

#### **Scope**

This policy applies to all employees, contractors, and interns of MadeUpName, LLC, regardless of work location.

#### **1. What to Report**

Employees should report any behavior that violates company policies or applicable laws, including: - Fraud, theft, or financial misconduct. - Breach of confidentiality or data protection. - Discrimination, harassment, or retaliation. - Health and safety risks. - Conflicts of interest or unethical business practices.

#### **2. Reporting Channels**

Reports may be made in any of the following ways: - Directly to a manager or HR representative. - By email to **report@madeupname.com**. - Through an anonymous online form (accessible via the company intranet).

#### **3. Confidentiality**

All reports will be handled confidentially to the extent possible. Information will be shared only with those who need it to conduct an appropriate investigation.

#### **4. No Retaliation**

MadeUpName, LLC strictly prohibits retaliation against anyone who reports a concern in good faith. Retaliation may include termination, demotion, harassment, or discrimination. Any employee found retaliating will face disciplinary action.

#### **5. Investigation Process**

Upon receiving a report, HR or an appointed investigator will: 1. Acknowledge receipt of the report (if not anonymous). 2. Review and assess the nature of the concern. 3. Conduct an impartial investigation. 4. Recommend corrective or disciplinary actions as appropriate.

#### **6. False Reporting**

Knowingly making false or malicious claims is a violation of this policy and may result in disciplinary action.

#### **7. Responsibilities**

- **Employees:** Report any misconduct or suspected wrongdoing. - **Managers:** Support employees in raising concerns and ensure no retaliation occurs. - **HR Department:** Maintain reporting systems, conduct investigations, and track resolutions.

#### **8. Reference Policies**

This policy should be read alongside the Code of Conduct & Ethics Policy and the Conflict of Interest Policy.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department