Whistleblower Channel

**What is the purpose?** A whistleblower channel is intended to encourage and enable employees and others to raise serious concerns internally so that they can be addressed and corrected. The channel should be set up for anonymous submission to allow employees to report concerns about violations of our code of ethics or suspected violations of law or regulations that govern our operations. All employees should be encouraged to submit and be protected from any retaliation.

**What policy does this fall into?** The Whistleblower Policy can be included within the *Information Security Policy* (Sample wording can be found below)

**Is this a requirement?** This is not a hard requirement but a strong recommendation.

**How to set up a channel?**

1. [Anonymous Google Form](https://html.form.guide/google-forms/make-google-form-survey-anonymous/)

1. [All Voices](https://www.allvoices.co/vanta) (Vanta preferred vendor)

1. [EQS](https://www.eqs.com/) (Vanta preferred vendor)

1. [Whispli](https://www.whispli.com/) (Vanta preferred vendor)

**What to do after the channel is established?**

Once the Whistleblower channel is established, employees should be made aware of the fact (via Slack, email, internal communication, etc…):

1. The channel exists
2. Why the channel exists
3. How employees can access and utilize the channel

**Sample verbiage that can be used:**

*Our Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that we can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations of our code of ethics or suspected violations of law or regulations that govern our operations. It is contrary to our values for anyone to retaliate against any employee or who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Anonymous reports may be submitted via <Company Name>’s <Include link to Whistleblower Network>.*