

Whistleblower Policy

'Name of the Company's Whistleblower Policy describes the provisions regarding the employees who report any unethical conduct in the organization. We believe that it is indispensable that the employees feel free to speak up against the organization's malpractices. We think that an environment of fear can have long term consequences. On our part, we guarantee that we will maintain the legality of all the activities we carry out. We pledge to take action against any unlawful activities that are brought to our attention.

Purpose

This policy is made to prevent victimization and other vindictive behavior towards the employee who speaks up against any unethical activities that they come across in the organization.

Scope

This policy applies to all the employees (current, former, and prospective) of ['Name of the Company'](#).

Policy Fundamentals

The following is the list of actions that are considered as unlawful or retributive:

- Charges about workplace discrimination.
- Charges about workplace harassment (irrespective of gender).
- Charges about company activities that is NOT environment-friendly.
- Charges about company activities that damage society.
- Lawsuits for illegal dismissal.
- Participation in the imminent investigation of violations or misconduct.

Employees may file a complaint to ['Position or Title of the Person'](#).

The employees who come forward to speak against such practices are termed as whistleblowers.

The employees who report such illicit activities MUST be protected at any cost.

Protection Against Retaliation

Retaliation refers to any adverse action against the employee to seek revenge and creates a hostile or threatening working environment for their complaint against the unlawful activities.

Retaliation activities include but are not limited to, the following:

- Cutting back compensation.

- Boycott from the corporate events.
- Intended negative work performance evaluation.
- Termination of necessary benefits.
- Victimization.

Employees that are denounced of retaliation and are found guilty will face disciplinary actions.

The disciplinary actions may result in termination.

Actions will also be taken against employees who continuously file bogus reports and are proven to be lying intentionally or fabricating the evidence for personal benefits.

Actions taken by the Company

Employees possess the right to voice their concerns or complaints to the [‘Position or Title of the Person’](#).

The company MUST maintain confidentiality about the whistleblower.

The investigation undertaken MUST be as covert as possible.

If any legal entity is involved, the employees MUST be protected from being the victim of retaliation.

The company must ensure an unbiased investigation when a complaint is filed against another employee.

The whistleblower will not be affected in any way when the complaints require immediate actions.

The alleged violator may experience an effect on their employment until the investigation is carried out.

In cases where the whistleblower faces disciplinary actions on matters UNRELATED to the offense, the company MUST provide official documents that explain the reason for such steps along with necessary evidence.

A blue banner advertisement for factoHR. On the left, the logo 'factoHR' is displayed with the tagline 'HR Solution for Growth' below it. Below the logo, the text 'Simplify your HR and Payroll with factoHR Solution' is written in white. At the bottom left, there is a yellow button with the text 'Schedule Demo'. On the right side of the banner, there is a collection of white icons: a calendar with an 'x' on it, a round analog clock, a stack of books, a desk lamp, a computer monitor displaying a webpage, and a white mug.