

Reporting & Whistleblower Quick Guide



Use this quick guide as a reference when navigating workplace ethics and deciding whether and how to report concerns. Remember: speaking up protects your organization and your team—and you are protected when acting in good faith.

1. What Should You Report?

- Harassment or discrimination
- Fraud, theft, or falsification of data
- Safety violations or dangerous behavior
- Retaliation for reporting misconduct

3. How to Report a Concern

- Use your company's anonymous hotline or online portal
- Speak to a trusted manager or HR representative
- Use email or paper forms if provided by your organization

5. What Protections Do You Have?

- Retaliation is strictly prohibited and punishable by your organization's policy
- Your identity will be protected whenever possible
- "Good faith" reporting means you're protected even if the claim cannot be substantiated

2. What Should You NOT Report?

- Personal disagreements unrelated to work
- Minor interpersonal conflicts (unless patterns form)
- Routine work-related decisions you dislike

4. What Happens After You Report?

- Your report is reviewed (usually within 5–7 business days)
- If necessary, an investigation is launched
- Investigators will contact relevant parties (anonymity is preserved when possible)
- You will receive updates or final resolution information (where appropriate)

6. Tips for Speaking Up

- Document what you observe: dates, times, what was said/done
- Avoid gossip—report through proper channels
- Ask for support: HR, ethics line, or a trusted leader

