

Confirmation of Non-Retaliation Policy

Subject: Confirmation of Whistleblower Protection Following Your Report

Dear [Employee Name],

Thank you for coming forward to report your concerns regarding [general description without revealing confidential details]. Your willingness to speak up demonstrates your commitment to our organizational values and helps us maintain the highest ethical standards.

PROTECTION UNDER POLICY:

This message confirms that you are protected under our Ethics and Code of Conduct Policy and applicable whistleblower protection laws. Our organization strictly prohibits retaliation against anyone who reports suspected violations in good faith.

YOUR RIGHTS INCLUDE:

- Protection from termination, demotion, or disciplinary action due to your report
- Protection from harassment, intimidation, or hostile treatment
- Confidentiality to the extent possible under investigation requirements
- Right to report any retaliatory behavior immediately
- Continued employment under the same terms and conditions

WHAT HAPPENS NEXT:

- Your report has been assigned to [investigator/department] for review
- Investigation will be conducted promptly and thoroughly
- You may be contacted for additional information or clarification
- Updates will be provided as appropriate while maintaining investigation integrity
- Outcome will be communicated in accordance with policy and privacy requirements

IF YOU EXPERIENCE RETALIATION:

Should you experience any form of retaliation or adverse treatment that you believe is connected to your report, please immediately contact:

- Human Resources Director: [Name, Contact]

- Ethics Hotline: [Phone Number]
- Legal/Compliance Department: [Contact]

CONFIDENTIALITY REMINDER:

We ask that you maintain confidentiality about your report and the investigation to preserve the integrity of the process and protect all parties involved.

We appreciate your integrity and courage in reporting this matter. Your actions help us maintain a workplace culture where ethical behavior is expected and protected.

If you have any questions or concerns about your protections or the investigation process, please don't hesitate to contact me directly.

Sincerely,

[Ethics Officer/HR Director Name]

[Title]

[Contact Information]

[Date]

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