



9 Tips to Handle Whistleblower Complaints

TIP
#1

Risk Assessment

Ensure Review Managers are alert to increased risk of disclosures during Covid19- and have sufficient training to spot them.

TIP
#2

Policy on Raising Concerns

Have a clear policy on how concerns should be raised and where to raise them.

TIP
#3

Speak Up Encouragement

Reassure employees they can safely raise concerns so the company can investigate and address them and learn from mistakes.

TIP
#4

Remove Uncertainty to Report

Reassure employees that their disclosure will not adversely affect their position at work.

TIP
#5

Place to Report Anonymously

Have a place for anonymous reporting to encourage concerns being raised internally.

TIP
#6

Eliminate Fear of Incorrect Reporting

If an employee has a reasonable belief in the alleged wrongdoing, encourage them to still report even if mistaken about the wrongdoing.

TIP
#7

Offer Support

Offer additional support to the reporting employee that they might need during what can be a difficult time.

TIP
#8

Maintain Communication

Keep the reporting employee informed of the progress of the investigation.

TIP
#9

Record all Complaints

Record the number and nature of whistleblowing disclosures and regularly audit them to spot any patterns.

Contact Us



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