YOUR
LOGO

**COMPANY NAME**

WHISTLEBLOWER POLICY DEVELOPMENT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support the development of your Whistleblower Policy. We specialize in creating clear, compliant internal policies that promote ethical behavior and protect individuals who report wrongdoing.

This proposal outlines our approach to designing and implementing a comprehensive whistleblower framework for [Client Name].

# Project Objectives

The primary goals are:

- Establish a formal, confidential process for employees to report unethical or unlawful behavior
- Promote a culture of transparency and accountability
- Ensure legal compliance with whistleblower protection regulations (e.g., SOX, EU Directive, local labor laws)
- Provide organizational protections for whistleblowers against retaliation

# Proposed Services

Our whistleblower policy development services include:

- Policy drafting tailored to local and international compliance standards
- Stakeholder interviews and process mapping
- Definition of reporting channels and investigation procedures
- Internal communication plan and training recommendations
- Review and alignment with existing HR, ethics, and legal frameworks

# Scope of Work

Scope includes:

- Drafting a complete whistleblower policy document
- Mapping reporting flows, case triage, and escalation protocols
- Delivering reporting templates, FAQ documents, and incident logs
- Conducting review sessions with HR/legal leadership
- Optional: Anonymous reporting system vendor selection support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Discovery & Research | Assess current policies and legal context | [Start Date] |
| Drafting & Review | Develop draft and conduct stakeholder sessions | [Date] |
| Finalization & Delivery | Complete policy, logs, and reporting templates | [Completion Date] |

# Pricing

Estimated cost breakdown for whistleblower policy development services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Policy Drafting | Research, write, and format whistleblower policy | [Amount] |
| Process Mapping | Design escalation and triage workflows | [Amount] |
| Review & Revisions | Collaborate with HR/legal for finalization | [Amount] |
| Templates & Training Aids | Deliver reports, logs, and internal guides | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a workplace governance and compliance advisory firm. We support ethical culture design, risk reduction, and internal control frameworks across industries.

- Experience: [X] years in HR policy, corporate governance, and compliance
- Expertise: Whistleblower legislation, SOX, EU Whistleblower Directive, ethics hotlines
- Mission: To help organizations build trust and accountability through responsible policy and transparency

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Whistleblower policy rollout for a multinational manufacturing firm
- Outcome: Improved employee trust scores and successful internal audits

Testimonial:
“[Your Company Name] gave us a policy we were proud to stand behind—and the tools to implement it effectively.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon final delivery.
Scope: Includes policy development, reviews, and supporting documents.
Client Responsibilities: Provide existing policies, internal structures, and HR/legal review contacts.
Adjustments: Changes to scope, jurisdiction, or templates may affect timeline and cost.

# Acceptance

To approve this Whistleblower Policy Development Proposal and begin services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_