

**SAMPLE 2**

**Employee Acknowledgement**

**Non-Retaliation Policy**

Complaints and concerns regarding questionable accounting or auditing matters are made on an anonymous basis, however employees are encouraged to provide a password so that <Your Organization> and the employee can conduct an anonymous dialogue in the event further information is needed to pursue an investigation. In any case, the identity of the employee making a report will be maintained in confidence in accordance with applicable legal requirements.

**<Your Organization> will not allow any form of harassment or retaliation to be made against any employee for any such reports made in good faith.**

By signing below, I acknowledge that I have received a copy of the company's policy and reporting procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee ID number

**IMPORTANT:**

**AFTER SIGNING THIS FORM, FAX A COPY (NO COVER SHEET) TO 1.866.xxx.xxxx  
AND KEEP A COPY FOR YOUR REFERENCE**