

Date: [Insert Date]

To: All Staff and Stakeholders

Subject: Notice of Revisions to the Bank Whistleblower and Reporting Policy

Dear Team,

This letter serves as formal notification regarding recent updates made to [Insert Bank Name]'s Whistleblower and Reporting Policy, effective [Insert Effective Date].

The bank is committed to maintaining the highest standards of integrity and ethical conduct. To ensure our reporting mechanisms remain robust and compliant with current regulatory requirements, the following key revisions have been implemented:

- **Expanded Reporting Channels:** [Briefly describe new methods, e.g., new 24/7 hotline or digital portal].
- **Enhanced Non-Retaliation Protections:** Strengthened safeguards to ensure employees can report concerns without fear of reprisal.
- **Updated Scope:** Inclusion of [Insert specific areas, e.g., data privacy or anti-money laundering] under the whistleblowing framework.
- **Investigation Timelines:** Clarified procedures and deadlines for the review and resolution of reported concerns.

All employees are required to review the full version of the revised policy, which is available on the internal portal at [Insert Link/Location].

We encourage you to use these channels to report any suspected misconduct, fraudulent activity, or breaches of bank policy. All reports will be handled with the strictest confidentiality.

Should you have any questions regarding these changes, please contact the Compliance Department or the Human Resources Office.

Sincerely,

[Your Name/Department Head]
[Title]
[Bank Name]