

See Something, Say Something Safety Policy

[Company] seeks to protect its employees from potential acts of violence that may result in injury to coworkers or damage to the workplace. Employees may come forward in person with information to any supervisor or manager, or may maintain anonymity by reporting to any supervisor or manager via (ANONYMOUS SOFTWARE OR SYSTEM HERE).

Examples of types of reporting may involve threats against people or the company, unusual surveillance, questioning about building operations or security at a level that is beyond typical curiosity, unattended packages or luggage that are not typical to that situation, and other unusual activity or situations that appear suspicious.

When reporting suspicious or concerning observed incidents, behaviors, or unusual situations, please state the following:

- Who did you see?
- What did you see?
- Where did it happen?
- Why it is suspicious?

[Company] prohibits any retaliatory action directed at the disclosing employee. Any person that retaliates will be subject to disciplinary action, up to and including termination of employment.