



Revision:	5.0
Date:	28/08/2023
Approved by	GK

CONFIDENTIAL REPORTING POLICY

Introduction

Under certain circumstances, you have legal protection for making disclosures about any organisations for which you work. Employees making disclosures are commonly referred to as 'whistle blowers' and their activities have often received wide publicity in the media.

If you believe, for example, that an organisation was disposing of toxic waste illegally you may 'blow the whistle', perhaps because of concern for the environment, or a genuine belief that the organisation would attempt to 'cover-up' the situation if asked to stop.

In the past, if you 'blew the whistle on an organisation' you were often treated detrimentally and victimised and your employment was often terminated.

These actions discouraged employees from whistle blowing even where such action was in the public interest.

The legislation on making a protected disclosure is designed to protect you from suffering any detrimental treatment and/or from being dismissed from your employment for whistle blowing.

Qualifying Disclosures

Disclosures are qualifying disclosures where it can be shown that the organisation commits a 'relevant failure' by:

- a) Committing a criminal offence.
- b) Failing to comply with a legal obligation.
- c) Committing a miscarriage of justice.
- d) Endangering the health and safety of an individual.
- e) Causing Environmental damage.
- f) Concealing any information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen.

Procedure

If you have any concerns, you should report the matter to a director who will treat the matter in complete confidence.

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally. However, it is recognised that in some circumstances it may be appropriate for you to



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report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external.

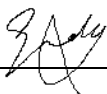
General Notes

The Public Interest Disclosure Act 1998, as amended, prevents you from suffering a detriment or having your contract terminated for ‘whistle blowing’ and we take very seriously any concerns which you may raise under this legislation. If you believe you have suffered any such detriment for raising a concern, you should inform a director immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

Other staff must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

We encourage you to use the procedure if you are concerned about any wrongdoing or malpractice at work. However, we conclude that you have made false allegations maliciously or with a view to personal gain, you may be subject to disciplinary action up to and including your summary dismissal on the grounds of gross misconduct

This policy statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and are fully committed to their implementation.

Signed  Date: 28/08/2023

G. Kennedy, Director