

## Whistleblowing Policy

"Whistleblowing" is the confidential disclosure by employees of any perceived or anticipated wrongdoing that they may encounter in the workplace.

This policy applies to all those who perform work for the Company including Directors, full and part-time employees, the Contractors and sub-the Contractors, agency staff, work experience or other trainees. For simplicity this group of individuals are termed "Staff" in this clause.

The following arrangements set out the Company's policy and procedures with regard to "whistleblowing" in the workplace, and provide protection to Staff who make disclosures to the Company.

This policy provides the Company with a mechanism to manage risk whilst offering whistleblowers protection from victimisation, harassment or the Disciplinary Procedure.

The fundamental elements of the policy are:

- i) To protect staff from victimisation, harassment or disciplinary action as a result of any disclosure where the disclosure is made in good faith and is not made maliciously or for personal gain.
- ii) To protect the identity of the whistleblower at all stages in any internal matter. However, whilst the Company can provide internal anonymity it cannot guarantee that this will be retained if external legal action flows from the disclosure. The Company is not accountable for maintaining anonymity where the whistleblower has told others of the alleged misdemeanour.
- iii) To encourage those who suspect wrong-doing to report it.

## Qualifying Disclosures

The policy applies to all disclosures deemed to be "qualifying disclosures" under the Public Interest Disclosure Act 1998. A qualifying disclosure is the term used to identify the categories of information which staff will be able to disclose to a suitable person without fear of reprisal, provided the disclosure is made in good faith.

A qualifying disclosure is defined as one which shows one or more of the following:

- (i) That a criminal offence has been committed, is being committed or is likely to be committed;
- (ii) That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject, including breach of the employment the Contract or professional regulations;
- (iii) That a miscarriage of justice has occurred, is occurring or is likely to occur;
- (iv) That the health or safety of any individual has been, is being or is likely to be endangered;
- (v) That the environment has been, is being or is likely to be damaged; or

- (vi) That information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

### Procedure

Depending on the matter to be disclosed, the disclosure should always be reported confidentially in the first instance to:

- i) A Director; or
- ii) The Health & Safety Manager.

The whistleblower should make it clear that the disclosure is being made within the terms of this policy. This is in order that the recipient realises and takes the necessary action both to investigate and to protect the identity of the individual.

Whilst the Company encourages whistleblowers to identify themselves, anonymous calls will be taken seriously and fully investigated. Such calls should be directed in the first instance to the Head of Human Resources or a Senior Director of this Company.

Any disclosure will be investigated fully, including interviews with witnesses and other parties involved.

The possible outcome may be:

- i) Disciplinary action against the wrongdoer if the result of the investigation corroborates the disclosure
- ii) Disciplinary action against the whistleblower if the claim is found to be malicious or otherwise in bad faith
- iii) No action if the allegation proves to be unfounded.

The Company will always keep the whistleblower informed of the progress and outcome of any investigation, within the constraints of maintaining confidentiality or observing legal restrictions generally.

These arrangements apply to disclosures to both the Company and an appropriate third party. Appropriate third parties are the police, tax authority or similar appropriate public regulator. Staff can also approach the independent group "Public Concern at Work" for confidential and impartial advice, telephone number 020 7404 6609.