

Whistleblowing Policy

1. Purpose

This policy aims to provide a framework for employees to raise concerns about wrongdoing or malpractice within the organisation without fear of retaliation. It ensures compliance with the Public Interest Disclosure Act 1998 (PIDA) and the Worker Protection Act 2024.

2. Scope

This policy applies to all employees, contractors, and temporary staff.

3. Definition of Whistleblowing

Whistleblowing is the act of reporting concerns about wrongdoing, such as:

- Criminal activity
- Health and safety violations
- Environmental damage
- Breaches of legal obligations
- Financial mismanagement or fraud

4. Reporting Channels

Employees can report concerns through the following channels:

- Directly to a designated manager
- Through a third-party reporting system (e.g., SpeakUp)
- Anonymously via a dedicated whistleblowing hotline or email

5. Confidentiality and Anonymity

We are committed to maintaining the confidentiality of whistleblowers. Reports can be made anonymously, although this may limit the investigation's effectiveness.

6. Investigation Process

Upon receiving a report, we will:

- Acknowledge receipt within 48 hours
- Conduct a thorough investigation led by a designated team
- Provide regular updates to the whistleblower
- Conclude with feedback to the whistleblower, respecting confidentiality

7. Protection Against Retaliation

Employees who report concerns in good faith will not face any detrimental treatment, including:

- Unfair dismissal
- Demotion

- Harassment or victimization

8. Bad-Faith Disclosures

Deliberate false reports or those made with malicious intent may result in disciplinary action.

9. External Reporting

If employees are uncomfortable reporting internally, they can contact prescribed bodies such as the Health and Safety Executive (HSE) or the Financial Conduct Authority (FCA).

10. Compliance and Review

This policy complies with the Public Interest Disclosure Act 1998 and the Worker Protection Act 2024. It will be reviewed regularly to ensure ongoing compliance with the latest legislation and best practices.

Signed: Siobhan Hamill

Position: Managing Director

Date: 18 November 2025

Signature:

