

## P-14 Whistleblowing Policy

This document sets out the policy of the Company for reporting of issues or concerns at work (whistleblowing) by company staff. It is important that everyone within the organisation understands the process to report issues and concerns and that they feel they can raise concerns with absolute impunity with regards their own position regardless of the outcome of any enquiry into the reported concern and that an adequate review / investigation will be completed to assess the issue / concern reported.

### What is a Whistleblowing policy?

This whistleblowing policy is in place to assist individuals who have discovered malpractice or impropriety taking place within the business such as;

- Criminal offences / Failure to meet legal obligations
- Health and Safety Concerns
- Damage or potential to cause damage to the Environment
- Bribery / Corruption
- Not following company procedures / policies
- Activities that could lead to significant harm or loss to the organisation

Individuals should report any issues or concerns to management, if it is inappropriate to report such concerns to an immediate line manager the individual should contact another manager or a company director. Concerns can be communicated verbally or in writing.

Any issues reported will be taken seriously and a review / investigation completed. The confidentiality of the reporter will be respected and assuming the concern is genuine the reporter will suffer no consequences as a result of their disclosure.

### Whistleblowing Protection

The Public Interest Disclosure Act provides legal protection to employees from being dismissed or penalised for whistleblowing and is applicable to any disclosure made in the public interest. In addition to meeting the requirements of this act this policy provides further confirmation that legitimate issues can be raised without any negative consequences to the reporter.

This policy applies to all individuals and interested parties including consultants, contractors and trainees.

**This Policy has been approved and authorised by:**

A handwritten signature in black ink that reads 'Edd McLea'.

**Date :**

03/09/2019