

12.3 Whistleblowing Policy Statement

We are committed to providing the best human resources support to our company employees and ensure the best possible working relationship with each and every employee. This policy defines our commitment to the protection of employee rights if they ever raise a concern with regards to bad practices, unethical or immoral behaviour being undertaken by any of our company employees that may affect others.

Such organisational processes that may be reported under the protection of this policy, some of which have been already defined within our additional policy statements, could include:

- wasteful use of company plant, equipment and provisions;
- fraudulent activities as defined within our anti-fraud and bribery policy;
- unsafe working practices as defined within our work at height, training and worksafe policy;
- environmental impacts as defined within our environmental policy;
- impact on our corporate and social responsibility to the community and neighbourhoods that we live and work in as defined within our corporate social responsibility policy;
- mistreatment and/or discrimination of an employee as defined within our equality policy;
- undertaking works to a poor standard that reflects on our quality assurance policy statement that we commit to our customers and others who may be affected by our works;
- employees refusing to apply our smoke free policy and exposing others breaching the health act 2006.

We recognise the importance of actively and fully supporting this policy to ensure that employees do not feel intimidated to report any such incidents that they feel need to be made aware to the company directors. This requires the commitment and support of the managing director, who would like to remind all employees that he runs an open-door policy and can always be approached.

The scope of this policy applies to all employees, whatever position they hold. If concerns are to be raised about supervision or management, it can be raised directly to the managing director at a convenient time and all whistleblowing will be treated with the strictest of confidence.

When reported the relevant person will be assured by the managing director that personal reprisals will be protected against and that they will be suitably informed on any movement in the particular investigation and follow up the concern raised. The relevant person must ensure that they do not discuss the concern with any other employee that may further escalate the situation.


If the whistleblowing raised potentially breaks any laws, then further advice may be sought from our appointed solicitor as required to further investigate any legal action that may need to be undertaken.

Employees are informed that any accusations made must be taken responsibility for and malicious or reckless charges will not be sanctioned. Disgruntled employees must not take this route if it is not relevant and are informed that if a legal route is taken, then they will be required to attend any court, tribunal, or other such meeting to further progress such action.

If an employee feels that they are not receiving an adequate response to their concern/s then they may contact the Citizens Advice on the link below for further information.

[Citizens Advice www.citizensadvice.org.uk/](http://www.citizensadvice.org.uk/) 03454 04 05 06

Any deviations from this policy must be approved by myself as the Managing Director after I have consulted with all levels of management. This policy will be reviewed at least annually to ensure that it remains up to date and relevant to the company undertakings.

Signed: 
Mr. Bradley Rees, Managing Director

Date: 1st July 2023