



Whistle Blowing Procedure

1. HOW TO RAISE A CONCERN INTERNALLY

4.1 Step One

If you have a concern about malpractice, we hope you will feel able to raise it first with your Line manager or contact person at the organisation. This may be done orally or in writing.

4.2 Step Two

If you feel unable to raise the matter with your Line manager, for whatever reason, please raise the matter with the Operations manager.

Please say if you want to raise the matter in confidence so that they can make appropriate arrangements.

4.3 Step Three

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, you may raise the matter with the company Director.

2. INDEPENDENT ADVICE

5.1 If you are unsure whether to use this procedure or you want independent advice at any stage, you may contact Public Concern at Work - Telephone 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

3. EXTERNAL DISCLOSURE

6.1 While we hope this policy gives you the reassurance you need to raise such matters internally, we recognise that there may be circumstances where you can properly report matters to outside bodies. Public Concern at Work (or, if applicable, police) will be able to advise you on such an option.

4. IF YOU ARE DISSATISFIED

7.1 If you are unhappy with our response, remember you can go to the other levels and bodies. While we cannot guarantee that we shall respond to all matters in the way that you might wish, we shall try to handle all issues fairly.

Review

This procedure was reviewed in June 2019 and are due for next review in June 2020.

If you would like this document in larger print, please contact Human Resources Dept.