WHISTLEBLOWING POLICY

The purpose of this policy is to make it clear that you can raise any concerns about poor practice in confidence without fear of victimisation, subsequent discrimination or disadvantage.

We would encourage you to raise any serious concerns in the first instance within the company. If you feel concerned about an issue you can report such matters as this legislation is based upon the Public Interest Disclosure Act 1998 (as amended). However rather than overlooking a problem or 'blowing the whistle' outside, we would prefer that you raised the matter when it is just a concern rather than waiting for proof. We have an 'open door' policy for staff to share their concerns, and any issues or concerns will always be taken seriously. We promote an ethos of openness and transparency and support staff to share concerns about professional practice.

We encourage personal development and have regular one to ones with staff.

However, there may be times when you may feel unable to raise a concern about a colleague directly to a member of the Senior Management team. If this is the case, you should raise appropriate concerns with your Line Manager, or if the matter concerns them, their Senior Manager.

- Conduct which is an offence or a breach of the law
- Harassment of others
- Sexual, racial or disability discrimination against others
- Disclosures related to miscarriages of justice
- Health and safety risks, including risks to the public as well as other employees
- Damage to the environment
- Financial irregularities
- Possible fraud and corruption

- Anything that makes you feel uncomfortable in terms of known policies and procedures, your experience or the standards you believe the company subscribes to; or

- Other unethical or improper conduct (not otherwise included in this list)

- Concealing information about any of these matters.