

# WHISTLEBLOWING POLICY

## Introduction

Whiting Landscape Ltd is committed to the highest standards of openness, probity and accountability. Where an employee discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal.

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The Company has endorsed the provisions set out below so as to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

## Scope of Policy

This policy is designed to enable employees of the Company to raise concerns internally and to disclose information which, the individual believes, shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest. Other grievances (such as those relating to your employment) are covered by existing policies. This policy is intended to cover concerns that fall outside the scope of other policies and procedures.

## Safeguards and Victimisation

Whiting Landscape Ltd recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service. Whiting Landscape Ltd will not tolerate any harassment or victimisation, and will take appropriate action to protect you when you raise a concern in good faith.

## How to raise a concern

Concerns should normally be raised to your immediate supervisor. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if you believe that supervisors are involved, you should approach a more senior level of management.

Concerns are better raised in writing. You are invited to set out the background and history of the concern, giving names, dates and places where possible, and the reason why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can meet the appropriate person.

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### Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages individuals to put their name to any concerns they raise. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company.

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if they persist with making them, disciplinary action may be taken against that individual.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

With this policy in place, it is reasonable to expect employees to use these procedures rather than air their complaints outside the Company.

Signed 

Date: 29<sup>th</sup> March 2018.