


Whistleblowing Policy

Written by David Spencer	Signature 	Date 08 Feb 2021
Checked and Approved by Patty Olejniczak	Signature 	Date 08 Feb 2021
Checked and Approved by Duy Nguyen	Signature 	Date 10 Feb 2021
Released by Patty Olejniczak Quality Use only	Signature 	Date 10 FEB 2021

Revision Record

Issue	Details of Change	Written By	Date
1	Initial Release	David Spencer	08 Feb 2021

A) INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

B) QUALIFYING DISCLOSURES

- 1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:
 - a) committing a criminal offence;
 - b) failing to comply with a legal obligation;
 - c) a miscarriage of justice;
 - d) endangering the health and safety of an individual;
 - e) environmental damage; or
 - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.
- 3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

C) THE PROCEDURE

- 1) In the first instance you should report any concerns you may have to a Director who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to a Director you should take them direct to the appropriate organisation or body.

D) TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.



Nick Wain
Accountable Manager /
Technical Service Director



Paymen Sabeti
Operations Director



Mahnoush Sabeti-Wain
Business Service Director

Appendix A - Training Competence Checklist

Training Competence Checklist		
Enter Tasks Associated with this Document	Tick	
I have read and understood this Policy		
<p>Once the trainee is satisfied that they have received sufficient training and can work in accordance with this document, the trainee shall complete the checklist, enter their name, signature and date and pass onto their relevant Manager for approval.</p> <p>Note: If you are a manager signing as a trainee the relevant document owner will be responsible for the approval. If you are the manager and the document owner, strike through the approval box and sign the trainee box only.</p> <p><i>The responsible manager or nominated deputy is to update the training matrix and relevant employee to save this completed checklist in their personal training folder.</i></p>		
Name (Trainee)	Signed:	Date (DD MMM YYYY)
Name (Manager)	Signed:	Date (DD MMM YYYY)