


Administration	
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Whistle Blowing Policy

Employees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing, or making use of in any form whatsoever, such confidential information. However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (listed below) and the disclosure must also be made in an appropriate way. If, in the course of employment, an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use the Company's disclosure procedure set out below:

- That a criminal offence has been committed is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be, endangered.
- That the environment, has been, is being, or is likely to be, damaged.
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure Procedure

Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to their manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the manager, the employee should speak to either Director - Guy Neilson or Paul Pearson..

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. However, failure to follow this procedure may result in the disclosure of information losing its 'protected statuses. For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to either Director – Guy Neilson or Paul Pearson.

This Policy will be formally reviewed on an annual basis.

Paul Pearson
Managing Director
10 January 2014

Guy Neilson
Managing Director
10 January 2014