



Whistleblowing Policy

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Revision No	Approved By	Issue date	Next Review Date	Review Type
Issue 1	J Sayers	16/01/2020	16/01/2021	First Issue
Issue 2	J Sayers	23/12/2020	23/12/2021	Reviewed
Issue 3	J Sayers	19/01/2022	19/01/2023	Annual review
Issue 4	J Sayers	10/01/2023	10/01/2024	Annual Review
Issue 5	J Sayers	24/01/2023	24/01/2024	6.2 Change inform Anti-Bribery Officer to SHEQ Manager
Issue 6	J Sayers	30/01/2023	30/01/2024	5.2 Change from Public Concern at Work to Protect. Contact details added.
Issue 7	J Sayers	26/01/2024	26/01/2025	Annual Review
Issue 8	J Sayers	13/12/2024	13/12/2025	Annual Review – removal of J Sayers signature

Whistleblowing policy

1 ABOUT THIS POLICY

Hodgson Sayers Limited are committed to conducting business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2 WHAT IS WHISTLEBLOWING?

Whistleblowing is the action someone takes to report wrongdoing at work that affects others.

Legally this is known as 'making a disclosure in the public interest'.

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3 HOW TO RAISE A CONCERN

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact the SHEQ Manager as detailed in the company organogram.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4 CONFIDENTIALITY

We hope that you will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5 EXTERNAL DISCLOSURES

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. An external body, Protect, provide free confidential whistleblowing advice via their helpline 020 311 72520 or contact <https://protect-advice.org.uk/contact-us/>.

6 PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the SHEQ Manager immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

7 LEGISLATION

Whistleblowing law is part of the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). It provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or have lost their job because they have 'blown the whistle'.

By law (the Public Interest Disclosure Act 1998), whistleblowers are protected from:

- Unfair Dismissal – if someone is dismissed for whistleblowing, it will be treated as an automatic unfair dismissal
- detriment

Detriment means someone experiences one or both of the following because they made a disclosure:

- being treated worse than before
- having their situation made worse