



Whistleblowing Policy

Section: 2.7
Issue: 4
Review Date: 16/12/2024
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This Policy reflects the requirement within the Public Interest Disclosure Act 1998 (The Act), which provides protection to individuals who disclose, in good faith, information about alleged wrongdoing at work, providing:

- The information is disclosed in good faith.
- They reasonably believe that the information and any allegation contained in it, to be substantially true.
- The worker does not act maliciously or make false allegations.
- The worker does not act for personal gain.

The Act protects disclosures of information relating to one or more of the following:

- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health or safety of any individual
- damage to the environment; or
- deliberate covering up of information tending to show any of the above five matters.

This policy is intended for use with allegations which appear likely to harm the reputation of Lea Scaffolding & Access Ltd. All other matters should be raised through the appropriate policy.

Employees wishing to make a disclosure should do so in the first instance to their line manager. If the disclosure is about the line manager then the disclosure should be made to the Directors.

Lea Scaffolding & Access Ltd will not tolerate the harassment or victimisation of anyone raising a genuine concern, however Lea Scaffolding & Access Ltd recognises that the employee may want to raise a concern in confidence under this policy, and the identity of the employee will not be disclosed without their consent.

Should an employee wish to make a confidential disclosure, Lea Scaffolding and Access Ltd are CIRAS members, and employees can raise concerns directly to them in the following ways:

Report Helpline 0800 4 101 101
Report Textline 07507 285 887

However, in situations where concerns cannot be resolved without revealing the employee's identity (for instance because their evidence is needed in court) the matter will be discussed with the employee and the matter of how and whether Lea Scaffolding & Access Ltd can proceed with the issue raised.

The person to whom the disclosure is made will normally consider the information and decide on the form of investigation. Any investigation will be conducted as sensitively and speedily as reasonably possible. The employee will be notified in writing of the intended timetable for the investigation.

This policy is reviewed at least annually, to ensure continued suitability and that any changes in our organisation, arrangements, scope of operations and our working practices, are considered.

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| Director | Dave Lea | Signed | | Dated | 16/12/2024 |
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