

DRIVER RESOURCE

RECRUITMENT THE DRIVING SPECIALISTS

WHISTLEBLOWING POLICY

Introduction

Everyone within the business should be aware of the importance of preventing any wrongdoing at work. It is important to the business that all instances of wrongdoing by workers or officers of the organisation are reported to us and dealt with appropriately. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run.

Qualifying Disclosures

The law provides protection for workers who raise legitimate concerns about specified matters called "qualifying disclosures".

A qualifying disclosure is one made in the public interest by a worker who has a reasonable belief that one of the following is being, has been, or is likely to be, committed: -

- a) a criminal offence;
- b) a miscarriage of justice;
- c) an act endangering health and safety;
- d) an act causing environmental damage;
- e) a breach of any legal obligation; or
- f) the concealment of any information relating to the above.

A worker must only have a reasonable belief such an act has been, is being or will be committed. Any worker who makes a qualifying disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because they have made that disclosure.

Procedure

If you have any concerns, you should report the matter to a Manager who will treat the matter in complete confidence. Your identity will not be disclosed without your prior consent.

An investigation into the matter will be arranged and the investigating officer will then report to us. The investigation report may include recommendations for change to enable us to minimise the risk of future wrongdoing. We will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the person who carried out the investigation will report the matter to the appropriate senior manager who will commence the disciplinary procedure.

You will be told the outcome of any investigation into concerns raised by you and what we have done, or propose to do, about it. If no action is to be taken, the reason for this will be explained.

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. However, it is recognised that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator.

Principles

You will not be dismissed, subject to a detriment, or victimised for raising a matter under this procedure. If you believe you have suffered any such detriment for raising a concern, you should inform a director immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

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

We encourage you to use the procedure if you are concerned about any wrong doing or malpractice at work. However, if we conclude that you have made false allegations maliciously or with a view to personal gain, you may be subject to disciplinary action up to and including your summary dismissal on the grounds of gross misconduct.

Remote Meeting

We will consider conducting a meeting remotely where it is not possible to hold a face-to-face meeting within a reasonable period of time, or where you are based from home or another remote location. If a remote meeting is arranged, we will ensure that we fully comply with our data protection obligations to ensure you have the necessary technology to participate in the process and that the procedure remains fair and reasonable.

We will require your consent prior to a meeting which is to be held via audio or digitally recorded by video and will take full responsibility for making the recording. If you do not want the meeting to be recorded, you should make it clear to us at the start. We reserve the right to ask you to switch off your personal mobile phone or any other portable device and place them on the table where they can be visibly seen.

In the event of a break or adjournment being taken during the meeting, we reserve the right to ask all those in attendance to remove their personal belongings from the room. This will reduce the risk of recording devices being left in the room while discussions are taking place.

You, and any person acting on your behalf, should not record meetings secretly. Any failure to fully comply with this rule, may lead to serious disciplinary action being undertaken, up to and including dismissal.