

<b>Procedure Number: 02-G-016</b>	<b>Whistleblowing Policy</b>	
	Date of Last Revision:	26 May 2015
	Date of Last Review:	17 September 2018
	Date of Next Review:	17 September 2019

## 1.0 INTRODUCTION

This policy has been created to enable employees to raise serious concerns or issues freely within the company, rather than overlooking the problem, or ‘blowing the whistle outside.’ Employees are often the first to realise that there may be something seriously wrong within the company, and ‘whistleblowing’ is viewed by the company as a positive act that can make a valuable contribution to the efficiency and long term success of the business.

### 1.1 PURPOSE

The purpose of this policy is to encourage and ensure employees and others who have serious concerns about wrong doing or malpractice within the company can voice their concerns without fear of victimisation, subsequent discrimination, disadvantage and dismissal.

This policy aims to:

- Encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- Provide avenues for you to raise concerns and receive feedback on any action taken
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

### 1.2 SCOPE

#### 1.2.1 WHISTLEBLOWING SITUATIONS

The situations covered by this policy are:

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- Possible fraud and corruption.
- Sexual, physical, racial or other discrimination.
- Other unethical conduct.
- Neglect or abuse of clients.

- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

### 1.22 WHO IS COVERED BY THIS POLICY

The policy applies to all:

- Employees of Canal Engineering Ltd
- Sub-contractors working for Canal Engineering Ltd
- Advisors to Canal Engineering Ltd
- Visitors to Canal Engineering Ltd
- Other persons classed as a worker under the control of Canal Engineering Ltd

### 1.23 NOT COVERED BY THIS POLICY

- Concerns or issues relating to one's own employment. For issues and concerns such as these, employees are advised to use the company's official Grievance Procedure to raise these concerns.
- If a client has a concern about services provided to them, it should be raised as a complaint to the company
- This policy does not replace the freedom of speech permitted by any current legislation (e.g. The Public Interest Disclosure Act 1998.)

### 1.24 REFERENCE

- The Public Interest Disclosure Act 1998
- <https://www.gov.uk/whistleblowing>
- <http://www.personneltoday.com/articles/13/03/2007/39662/whistleblowing-legal-qampa.htm>

## 2.0 PROTECTING THE WHISTLEBLOWER

This policy has been written to take account of the Public Interest Disclosure Act 1998. This act protects workers making disclosures about certain matters that are of concern, when those disclosures are made in accordance with the provision of the act and in good faith.

The act makes it unlawful for the company to dismiss anyone or allow them to be victimized on the basis that they have made an appropriate lawful disclose in accordance with the act.

### 2.1 HARRASSMENT OR VICTIMISATION

The company are committed to good practice, high standards and to being supportive of you as an employee.

We recognise that the decision to report a concern can be difficult to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those that you are providing a service to.

The company will not tolerate any harassment or victimization of a whistleblower and will take appropriate action to protect you when you raise a concern in good

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faith and will treat this as a serious disciplinary offence which will be dealt with under the company's disciplinary procedure.

## 2.2 CONFIDENTIALITY

The company will maintain the strictest levels of confidentiality and every effort will be made not to reveal the employees identity if requested. However, there may be a time when this is not possible; as would be the case in the event that you are called as a witness should your case become the center of a criminal investigation. The company will act respectfully and confidentially in all of its dealings, however, all employees must:

- Disclose any information in good faith
- Believe the information provided to be accurate and true
- Act honestly and avoid malicious or false allegations
- Not act out of any personal gain

## 3.0 RAISING A CONCERN

### 3.1 WHO SHOULD YOU RAISE YOUR CONCERN WITH?

This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrong doing. You should normally raise concerns with:

- Your Line Manager or Head of Department, this will depend on the seriousness of the incident and the identity of those involved.
- The HR department and speak to the Group HR Manager on the details below:

**Telephone:** 01159 866 321

**Email:** [nahilachoudhry@canalengineering.co.uk](mailto:nahilachoudhry@canalengineering.co.uk)

**Address:** Private and Confidential

FAO The HR Office  
Canal Engineering Ltd,  
Lenton Lane,  
Nottingham,  
NG7 2PQ.

### 3.2 HOW TO RAISE A CONCERN

Ideally and where possible, you should raise your concern in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- The nature of your concern and why you believe it to be true
- The background and history of the concern (giving relevant dates and ensuring you stick to the facts
- Any supporting evidence

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person you have contacted that you are acting in good faith and there are reasonable grounds for your concern.

Concerns raised will be dealt with in the strictest of confidence, and if specifically requested (or omitted) then the company will endeavor to ensure that the employees name is not exposed in any way and all records and investigations

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remain confidential. This policy does encourage employees to submit their name to an allegation as anonymous allegations are much less powerful but anonymous allegations will be considered at the discretion of the company against the following criteria:

- The seriousness of the issues raised;
- The likelihood of confirming the allegation from attributable sources;
- The company's best interests;
- The protection of the company's assets.
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#### 4.0 WHAT THE COMPANY WILL DO

The company will respond to your concerns as quickly as possible.

In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality; for example, by not information the subject of the complaint until (or if) it becomes necessary to do so.

Within 10 working days of a concern being raised, the person investigating your concern will write to you:

- Acknowledging that the concern has been received
- Indicating how the company proposes to deal with the matter
- Supplying you with information on staff support mechanisms
- Advising you whether further investigations will take place and if not, why.

The amount of contact between you and the person considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information that you provided. It is likely that you will be interviewed to ensure that the disclosure that was made is fully understood.

You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

#### 5.0 Revisions

Date	Pages / Sections	Issue Status	Amendment Details
26 May 2015	All	Issue 1	First issue of policy