

WHISTLE BLOWING POLICY

GPC74 Limited is committed to the highest standards of transparency, integrity and accountability.

This policy is intended to provide a means of making serious allegations about standards, conduct, financial irregularity or possible unlawful action in a way that will ensure confidentiality, and protect those making such allegations in the reasonable belief that it is in the public interest to do so from being victimised, discriminated against or disadvantaged.

This policy does not replace other policies and procedures such as the complaints procedure, the Grievance and Harassment and Bullying Policies and other specifically laid down statutory and company procedures and policies. This policy is intended to ensure that GPC74 Limited complies with its duty under the Public Interest Disclosure Act 1998.

Scope

This policy applies to all GPC74 Limited employees, including Associates and Contractors.

This policy does not replace other GPC74 Limited policies or procedures.

This policy applies to, but is not limited to, allegations about any of the following:

-  Conduct which is an offence or breach of the law
-  Alleged miscarriage of justice
-  Serious Health and Safety risks
-  The unauthorised use of public funds
-  Possible fraud and corruption
-  Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users
-  Abuse of authority
-  Other unethical conduct

Reporting

Contact Details for Reporting: (in writing) to the Office Manager, GPC74 Limited, Upper Baveney Park, Cleobury Mortimer, Worcestershire, DY14 8LF.

GPC74 Limited recognises that the decision to make an allegation can be a difficult one to make. However, whistle-blowers who make serious allegations in the reasonable belief that it is in the public interest to do so have nothing to fear because they are carrying out their duty either to GPC74 Limited and/or to those for whom GPC74 Limited are providing a service.

Confidentiality

All allegations will be treated in confidence and every effort will be made not to reveal a whistleblower's identity unless the whistleblower otherwise requests. However, if the allegation results in court proceedings then the whistleblower may have to give evidence in open court if the case is to be successful.

GPC74 Limited will not, without the whistleblower's consent, disclose the identity of a whistleblower to anyone other than a person involved in the investigation/allegation.

Anonymous Allegations

This procedure encourages whistleblowers to put their name to an allegation wherever possible as anonymous allegations may often be difficult to substantiate/prove. Allegations made anonymously are much less powerful but anonymous allegations will be considered at the discretion of the Office Manager/Directors.

In exercising discretion to accept an anonymous allegation the factors to be taken into account are:

-  The seriousness of the issue raised
-  The credibility of the allegation; and
-  Whether the allegation can realistically be investigated from factors or sources other than the complainant

Untrue Allegations

No disciplinary or other action will be taken against a whistleblower who makes an allegation in the reasonable belief that it is in the public interest to do so, even if the allegation is not substantiated by an investigation. However, disciplinary action may be taken against a whistleblower who makes an allegation without reasonable belief that it is in the public interest to do so (e.g. making an allegation frivolously, maliciously or for personal gain where there is no element of public interest).

Procedure for making an Allegation

It is preferable for allegations to be made to an employee's line manager to whom they report. However, this may depend on the seriousness and sensitivity of the issues involved, and who is suspected of the malpractice. For example, if the whistleblower believes that management is involved, it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

-  Office Manager
-  Company Directors

If any of the above receive an allegation, they will consider the allegation and may discuss with each other. The line manager (or either/or both) of the above, after consideration, will discuss with the whistleblower, and if they wish to proceed with the allegation will be investigated.

Allegation

Whether a written or verbal report is made it is important that relevant information is provided including:

- ▶ The name of the person making the allegation and a contact point.
- ▶ The background and history of the allegation (giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation);
- ▶ The specific reason for the allegation. Although someone making an allegation will not be expected to prove the truth of any allegations, they will need to provide information to the person they have reported to, to establish that there are reasonable grounds for the allegation.

Someone making an allegation may be accompanied by another person of their choosing during any meetings or interviews in connection with the allegation. However, if the matter is subsequently dealt with through another policy, the right to be accompanied will at that stage be in accordance with the relevant procedure.

Action on Receipt of an Allegation

The line manager will record details of the allegation gathering as much information as possible, (within 5 working days of receipt of the allegation) including:

- ▶ The record of the allegation:
- ▶ The acknowledgement of the allegation;
- ▶ Any documents supplied by the whistleblower.

The investigator will ask the whistleblower for his/her preferred means of communication and contact details and use these for all communications with the whistleblower in order to preserve confidentiality.

If the allegation discloses evidence of a criminal offence, it will immediately be reported to the Directors and a decision will be made as to whether to inform the Police.

If the allegation concerns suspected harm to children the appropriate authorities will be informed immediately.

Support

GPC74 Limited will take steps to minimise any difficulties which may be experienced as a result of making an allegation. We accept that whistleblowers need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform those making allegations of the outcome of any investigation.

Responsibility for the Procedure

The Company Directors have overall responsibility for the operation of this Policy and Procedure, and for determining the administrative processes to be followed and the format of the records to be kept.

Monitoring

A Register will record the following details:

-  The name and status (e.g. employee) of the whistleblower
-  The date on which the allegation was received
-  The nature of the allegation
-  Details of the person who received the allegation
-  Whether the allegation is to be investigated and, if yes, by whom
-  The outcome of the investigation
-  Any other relevant details



Louis Purchase
Managing Director

Date: 08/18 – Review Date: 08/19