



Human Resources

Whistleblowing Policy

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Whistleblowing Policy

1 Introduction & Purpose

This policy applies to all employees and contractors at Day Group. The Company is committed to maintaining high standards of honesty and accountability. We encourage employees and contractors with serious concerns about any aspect of work to come forward and voice those concerns.

2 Definition

Whistleblowing is the name given to the act of the disclosure of information to the employer or the relevant authority by an individual who knows, or suspects, that the Company is responsible for or taken part in some wrongdoing.

Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998.

3 What is the Public Interest Disclosure Act 1998 (PIDA)?

PIDA provides protection for employees who raise concerns about specified matters. These are called qualifying disclosures.

The protection applies not only to employees but to all workers, contractors, agency workers and consultants.

PIDA is there to protect disclosures about activity which is against the public interest. For example, if you suspect someone is committing fraud (*such as falsifying expense claims*) or corruption (*such as manipulating a contractual process for personal gain*), or that health and safety standards have been breached.

4 Qualifying Disclosures

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:

- Committing a criminal offence.
- Failing to comply with a legal obligation.
- A miscarriage of justice.
- Endangering the health and safety of an individual.
- Environmental damage, or
- Concealing any information relating to the above.

This list is not exhaustive

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.

Employees must reasonably believe that the disclosure is “in the public interest”. We encourage you to use the procedure to raise any such concerns.

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Should the concern not meet the requirement to be a qualifying disclosure, you should raise this under the Company's grievance policy. Where a concern is raised under the whistleblowing policy where it is not appropriate to do so, ie it relates to a personal grievance, the receiving manager will confirm that the matter will be addressed under the grievance policy.

5 The Procedure

You should report any concerns you may have to your line manager or a Director. All concerns reported will be treated in the utmost confidence. You may be asked to confirm any verbal concerns in writing or to confirm a written record of a verbal report.

Following receipt of a disclosure made under this policy, an investigation meeting will be held with the employee. The purpose of this meeting is to gather as much information as possible from the employee regarding their concerns, including whether they have any supporting evidence or can identify any witnesses.

After this meeting, the investigating Director will commence a full investigation into the concerns raised. The investigation will aim to gather all relevant information including relevant documentary evidence or witness statements. This investigation must be completed within 10 days following the investigation meeting with the employee. If this is not possible, the investigating Director will speak to the employee in advance of the completion deadline to agree an extended period of investigation.

Once the investigation is complete, the investigation Director will write to the employee confirming the outcome.

If the employee is not satisfied with the explanation or outcome, they may raise the matter with the appropriate official organisation or regulatory body such as Health and Safety Executive, Environment Agency or Road Haulage Association. Alternatively, employees may raise a formal complaint under the Company's grievance policy.

You can, if you wish, choose to remain anonymous when making a disclosure. However, it is more difficult to investigate such disclosures especially if further information is required. It also means you are unlikely to be kept informed of any action resulting from your disclosure.

There is a whistleblowing form on the Company intranet so all workers can report concerns, whether that be modern slavery, environmental, health and safety, or any other area anonymously. Employees are also directed to the anti-slavery charity Unseen, who provide a helpline employees can contact www.modernslaveryhelpline.org/ or 08000 121 700, specifically for concerns regarding Modern Slavery in the workplace.

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6 Formal Action

Should formal action be required as a result of any disclosure made under this policy, this action will be carried out in accordance with the applicable internal policy. Any potential sanctions imposed will be fair and reasonable in line with the relevant policy.

7 Protection Against Detrimental Treatment

All employees who raise matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure.

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.