

**Whistleblowing Policy [R7M-HR-POL-015 Rev CO 20240306]**

We have all encountered a problem that keeps us awake at night.

If you find yourself to be concerned about something that is happening within your team and you feel it could lead to something far more serious – please know that we will support, you should you need to report an incident.

This is not encouraging telling tales – it is a safeguard to ensure that you do not face situations alone. We have worked hard on this business, and we need you to inform us if there is something that could cause harm to a team member or the safety of the business as this will ultimately affect you in the long run.

The law allows employees to make a “protected disclosure” of certain information. In order to be “protected” a disclosure must relate to a specific subject matter (refer below) and disclosure must be made in an appropriate way.

If in the course of employment an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use these disclosure procedures set out below:

- That a criminal offence has been committed, is being committed or is likely to be committed;
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- That a miscarriage of justice has occurred, is occurring or is likely to occur;
- That the health and safety of any individual has been, is being or is likely to be endangered;
- That the environment has been, is being, or is likely to be damaged;
- That information tending to show any of the above is being or is likely to be, deliberately concealed.

**Disclosure Procedure**

Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to their manager so that appropriate action can be taken. If it is inappropriate to make such a disclosure to the manager, the employee should refer the matter to a senior member of staff.

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. However, failure to follow this Procedure may result in disclosed information losing its “protected status”. For further guidance in relation to this matter or concerning the use of the Disclosure Procedure generally, employees should speak in confidence to their manager.

A handwritten signature in black ink, appearing to read "Kristen Branford". Below the signature, the name "Kristen Branford" and the date "20240306" are printed in red text.

*Kristen Branford*  
20240306

Signed:

Position in Company: Managing Director

Date: 20240306