



WHISTLE BLOWING POLICY

The BICTSF recognises that, from time to time, you may have concerns within the organisation which extend beyond personal grievances and, in particular, concerns which fall within the following public interest categories:

- Commission of a criminal offence;
- Failure to comply with any legal obligation;
- A miscarriage of justice;
- endangering the health and safety of an individual;
- Damage to the environment;
- Any attempt to conceal any of the above;
- Any act of abuse i.e. anything which may be detrimental to any person, be it verbal, physical, psychological etc.

If you believe that any of the above practices are happening in the Company the following procedure should be followed:

- i. First raise the issue with your line manager or, in that person's absence, their superior;
- ii. Explain fully to that person the nature and extent of what you believe is the problem. You may bring a colleague to help you explain the situation more clearly if you wish;
- iii. Agree with that person a further time at which the matter will be discussed again. Depending on the nature of your complaint, it may not be possible to find an immediate solution but your concerns will be investigated as quickly as is reasonably possible and you will be advised of the outcome of the investigation in due course;
- iv. If you are dissatisfied with the outcome of this procedure you have the right to express your concerns to the relevant Prescribed Person designated by the Public Interest Disclosure (Prescribed Persons) Order 1999 or any statute or statutory instrument which subsequently supersedes this legislation.

Anyone must feel able to bring their concerns to the attention of senior management without fear of retribution, and they will be treated with the utmost seriousness and remain confidential.

However, you must act in good faith when you report your concerns as employees who are subsequently found to have made reports of this nature maliciously will be subject to the Company's disciplinary and dismissal procedure.