



## **FRENCH & JUPPS LTD: OUR ARRANGEMENTS FOR WHISTLEBLOWING**

**SCOPE:** In the context of our workplace “whistleblowing” means the reporting by workers\* of suspected misconduct, illegal acts or a failure to act when a legitimate concern has been raised. This means all staff (including former staff), self-employed and other contractors, including volunteers. We recognize that workers may be the first to realize that something is wrong.

**APPLICATION:** Whistleblowing arrangements will vary depending on the size and nature of the business. We believe ours is both *proportionate* and *relevant*. Our intention is that our policy should be clear, simple and easily understood.

**AIMS:** French & Jupps Ltd are committed to create a safe, open and transparent workplace culture where:

- Workers are encouraged to raise any concerns to management.
- Workers who raise concerns are supported and treated fairly.
- “How to” information is provided as part of workers induction and regularly updated.

We will make adequate resources available to ensure effective implementation of these arrangements.

**PLEASE READ:** If you are considering raising a concern, we recommend you read this policy first. It explains

- The types of issue that can be raised.
- How a concern may be raised.
- How the person raising the issue will be protected from victimization & harassment.
- The steps we follow when concern has been raised.

**PLEASE NOTE:** *If your concern relates to your own treatment as an employee, it should be raised under our existing grievance procedure.*

**ENCOURAGE AND ENABLE:** Our policy is intended to encourage and enable Workers to raise serious concerns within our Business as opposed to ignoring the issue or “blowing the whistle” outside. We aim to:

- Encourage workers to feel confident in raising concerns.
- Provide a way of raising concerns.
- Ensure that any Worker receives a response and what action to take if not satisfied with Our reply.
- Provide reassurance that you will be protect from possible reprisals or victimization if your disclosure was done in good faith.



**WHO CAN RAISE A CONCERN?** The policy applies to everyone:

- Employees of French & Jupps Ltd.
- Contractors and self-employed people working for us or on our behalf.
- Suppliers and their employees.
- Voluntary workers.

**WHAT SHOULD BE REPORTED?** Any serious concern you have about us which:

- Is not in keeping with our various policies OR
- Falls below established standards of practice OR
- Makes you feel uncomfortable OR
- You feel is improper.

**EXAMPLES** include (this list is not exhaustive):

- A breach of the Law.
- Racial, sexual disability or other discrimination
- Something which affects the health, safety & welfare in our workplace.
- Something that causes damage to the environment.
- Unauthorised use of business funds or other company assets.
- Other unethical conduct.

**ANONYMOUS ALLEGATIONS:** Should you decide not to put your name to an allegation it will still be investigated. Please bear in mind if you do not tell us who you are it may be more difficult for us to protect your position or give feedback.

**PUBLIC INTEREST DISCLOSURE ACT 1988:** This act protects those who make disclosures about matters of concern where those disclosures are in accordance with the Act.

The Act makes it illegal for us to dismiss anyone or allow them to be victimised because a disclosure has been made.

If you honestly believe what you are saying is true, you should have nothing to fear because you will be doing a duty to your employer, your colleagues and those who may be affected by the disclosure.

**SUPPORT FOR YOU:** French & Jupps Ltd will not tolerate any harassment or victimisation of the whistleblower and will protect you when you raise a concern in good faith. We will

- Take your concerns seriously.
- Deal with them confidentially.
- Not disclose your identity (if that is your wish).
- Support you.
- Thoroughly investigate any concern raised.



**CONFIDENTIALITY:** As stated above, all concerns will be dealt with confidentially. If disciplinary or other proceedings follow our investigation, we may ask for your support as a witness. If you agree to do that, we will offer advice and support.

**UNTRUE ALLEGATIONS:** Should you make an allegation in good faith, believing it to be true but our investigation finds otherwise you have nothing to fear.

If, however, you make an allegation frivolously, maliciously or for personal gain then we may take disciplinary action.

**HOW TO RAISE CONCERNS:** You can raise your concerns by telephone, in person or in writing. The sooner you raise a concern the easier it is for us to deal with it. Details of how you can raise concerns will be displayed in our work premises, including (i) Engineers Workshop, (ii) Control Room & (iii) Mess Room. When raising a concern you should provide:

- Details of the nature of your concern and why you believe it is true.
- The background and history (with dates).

You should expect to demonstrate that your concern is genuine, and you have reasonable grounds to believe it is true.

Concerns can be raised with any of the following:

Mr Dave Watson	Mr Paul King	Mr Peter Burnett
Production Director	Managing Director	Monitoring Officer.
E:dave.watson@frenchandjupps.co.uk	E:paul.king@frenchandjupps.co.uk	E:peter@b-safe.org.uk
M:07784 701284	M: 07305 140328	M:07973195603
By post: The Monitoring Officer, B-Safe Health & Safety Services Ltd, The Annexe, 8 Kenwick Drive, GRATHAM, Lincs NG31 9DP		

If you are unsure who to contact the independent charity **PROTECT** can advise you. They provide a confidential free advice line on 020 31 17 2520. Website: <https://protect-advice.org.uk>

**HOW WE WILL RESPOND:** We aim to respond to concerns **within 10 days** of it being raised. During that time we will investigate the matter and decide how to proceed. Providing you have shared your identity we will:

Acknowledge the concern	Indicate how we intend to deal with it.	Provide you with support information
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The amount of contact between us will depend on the nature of the allegations, potential challenges in investigating and the clarity of the information provide. It is likely we will ask to interview you to make sure we have correctly understood the concern.

The meeting can be away from the workplace if you wish, and you can bring a colleague or friend along with you. We will also minimise any difficulties you may experience as a result of raising a concern and seek to provide support for you.



**MONITORING OFFICER:** The monitoring officer, Peter Burnett, has overall responsibility for the maintenance and operation of this policy.