

	WHISLEBLOWING POLICY		REF:	CPOL07
			ISSUE:	02
			DATE:	07.01.2025

1. PURPOSE

Employees are often the first to realise where there may be something seriously wrong or malpractice taking place within businesses. 'Whistleblowing' is viewed by the Company as a positive act that can make a valuable contribution to the Company's efficiency and long-term success. The Company is committed to achieving the highest possible standards of service and the highest possible ethical standards in all of its practices. To help achieve these standards it encourages freedom of speech.

2. SCOPE

The Company construes malpractice widely and examples include:

- A criminal offence
- Any activity that causes the Company to breach its legal obligations
- Use of deception to obtain an unjust or illegal financial advantage for the business or personally
- Danger to the Health and Safety of an individual
- Any activity that endangers the environment
- Any willful attempt to conceal information that tends to show malpractice

It is the responsibility of all employees to comply with this policy and to report violations or suspected violations in accordance with this Whistleblowing Policy.

3. COMPANY GUARANTEE

The Company is committed to this policy. If an employee uses this policy to raise a concern, provided it is done so in good faith, the employee will not suffer any form of harassment, retaliation, or detriment. This policy is intended to allow employees and others to raise serious concerns within the Company rather than seeking resolution externally.

The Company will treat any genuine concern seriously and act according to this policy. If an employee asks for a matter to be treated in confidence the Company will respect the request and only make disclosures with consent. The Company will provide feedback to the employee and remain sensitive to any concerns as a result of initiating this policy.

4. RAISING CONCERNS INTERNALLY

The Company has an open-door policy. In most cases, employees should raise any concerns or queries with their immediate Line Manager. This can be done either verbally or writing if preferred. If you feel you are unable to speak to your Line Manager or you are not satisfied with the response given, you should raise your concern with the Company Director you feel comfortable speaking to.

In the event that you have exhausted the above options and still have concerns, you should report the issue to the nominated external HR consultant.

You may either raise your concerns in person, by telephone or in writing as follows:

- **Telephone:** 07765801376
- **In Writing:** Helen Foster, Altogetr [Balderton Hall Rubys Avenue, Newark-on-Trent NG24 3JR](#)
- **Email:** hf@cathodic.co.uk

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5. HANDLING OF REPORTED CONCERNS

The Company will acknowledge receipt of your concern as soon as possible. All reports will be promptly investigated and as far as possible, the individual will be kept informed of the investigation and any corrective actions taken, except where it would infringe on the duty of confidentiality owed to others.

6. RAISING CONCERNS EXTERNALLY (EXCEPTIONAL CIRCUMSTANCES)

The purpose of this policy is to provide employees the opportunity and protection required to raise concerns internally. The Company anticipates that this would, in most cases, be the most appropriate form of action.

However, in the event that an employee feels they cannot raise a concern internally, and there is a genuine belief that the allegations are true, the employee should consider raising the matter with the appropriate regulator.

Confidential advice can be sought from the independent charity 'Public Concern at Work'. helpline@pcaw.co.uk, or alternatively advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS).

7. CONFIDENTIALITY

Any concerns may be submitted on a confidential basis by the complainant or submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. REVIEW OF POLICY

The Managing Director has the responsibility for ensuring the maintenance, review and updating of this policy. The contents of this policy will be subject to an annual review to ensure its suitability against regulatory and best practice requirements. A copy of this policy is available upon request.

Name: Chris Martin



Position: Managing Director

Date: 07.01.2025