

BMM Weston Ltd Whistleblowing Policy

1. Purpose The purpose of this policy is to encourage employees to report any observed or suspected misconduct, ensuring the integrity and ethical standards of [Company Name].

2. Definitions

- **Whistleblower:** Any employee, contractor, or stakeholder who reports a concern.
- **Misconduct:** Includes fraud, corruption, legal violations, harassment, modern slavery, and policy breaches.

3. Reporting Procedure Reports can be made through:

- **Hotline:** 01795 597105
- **Email:** whistle@bmmweston.co.uk

4. Investigation Process Upon receiving a report, an initial review will be conducted. An impartial investigative team will handle the process, which may include:

- Evidence collection
- Interviews
- Timely updates to the whistleblower

5. Protection Against Retaliation Retaliation against whistleblowers is strictly prohibited. Support resources are available, and those retaliating will face disciplinary action.

6. Outcomes and Follow-up Findings will be communicated, and appropriate actions will be taken. Feedback from whistleblowers on the process is encouraged.

7. Training and Awareness Regular training and awareness programs will be conducted to ensure all employees understand the importance of whistleblowing and their protections.

8. Policy Review and Updates This policy will be reviewed annually. Employees are welcome to provide feedback for improvements.

A handwritten signature in black ink, appearing to read 'D. Silvester'.

David Silvester
Finance Director

Date 12 January 2024