

WHISTLEBLOWING POLICY

1. Purpose

Burrows Contractors Ltd is committed to conducting its business with honesty, integrity and transparency.

The purpose of this policy is to encourage employees and others working with the company to raise concerns about wrongdoing or malpractice at an early stage and to provide reassurance that they can do so without fear of victimisation.

This policy supports the protections provided under the Public Interest Disclosure Act 1998.

2. Scope

This policy applies to:

- Employees
- Subcontractors
- Agency workers
- Consultants
- Any person working on behalf of Burrows Contractors Ltd

Concerns may relate to actions by employees, subcontractors, clients, suppliers or other parties associated with the company.

3. What is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or illegal activity in the workplace that is in the public interest.

Examples may include concerns about:

- Criminal activity
- Breaches of legal obligations
- Health and safety risks
- Environmental damage
- Fraud or financial misconduct
- Corruption or bribery
- Harassment, discrimination or unethical behaviour

- Deliberate concealment of any of the above

This policy is intended for serious concerns about wrongdoing. Personal employment grievances should normally be raised through the company's grievance procedure.

4. Raising a Concern

If a worker has a genuine concern, they are encouraged to raise it as soon as possible.

Concerns can be reported to:

- Immediate Supervisor, or
- Company Director – Cath Burrows

Concerns can be raised verbally or in writing. Workers should provide as much detail as possible to help the company investigate the matter.

If the concern involves a manager or supervisor, the worker should raise the matter directly with the Company Director.

5. Confidentiality

All whistleblowing concerns will be treated seriously and handled confidentially where possible.

The identity of the person raising the concern will not be disclosed without their consent unless required by law or where necessary to properly investigate the issue.

6. Investigation

All concerns raised under this policy will be reviewed and, where appropriate, investigated promptly and fairly.

The company will determine the most appropriate course of action depending on the nature of the concern. This may include:

- Internal investigation
- Disciplinary procedures
- Reporting to relevant authorities

Where possible, the person raising the concern will be informed that the matter has been addressed.

7. Protection from Victimisation

Burrows Contractors Ltd will not tolerate harassment, victimisation or detrimental treatment of anyone who raises a concern in good faith.

Workers who raise concerns honestly will be protected, even if the concern ultimately proves to be unfounded.

Any retaliation against a whistleblower will be treated as a serious disciplinary matter.

8. False Allegations

If a report is made maliciously or knowingly with false information, this may be treated as a disciplinary matter.

9. External Disclosure

Workers are encouraged to raise concerns internally in the first instance. However, where appropriate, concerns may also be raised with relevant regulators or authorities.

Signed

Catherine Burrows



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