



# WYMARK

## Whistleblowing Policy Statement

Wymark Limited encourages a free and open culture and honest communication if concerns about breaches or failures are to be effectively dealt with.

This policy is designed to provide guidance to all those who work with or within the company who may feel that they need to raise certain issues relating to the company with someone in confidence.

Anyone who, in the public interest, raises genuine concerns under this policy, will not under any circumstances be subjected to any detriment or disadvantage as a result of having raised their concerns.

### Procedure

This policy will apply in cases where individuals genuinely believe that one of the following sets of circumstances is occurring, has occurred or may occur within the company and that it is in the public interest for the employee to disclose it. The matters that may be disclosed in this way are that:

A criminal offence has been committed, is being committed or is likely to be committed.

A person has failed, is failing or is likely to fail to comply with any relevant legal obligation.

A miscarriage of justice has occurred, is occurring or is likely to occur.

The health and safety of any individual has been, is being or is likely to be endangered.

The environment has been, is being or is likely to be damaged.

Information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

There is no need for an individual to prove that the breach or failure that they are alleging has occurred or is likely to occur; a reasonable suspicion will suffice, i.e., where the individual reasonably believes that the information disclosed is substantially true. However, it should be noted that they are not entitled to make a disclosure if in so doing they commit a criminal offence. If any disclosure concerns information which employees do not believe is substantially true, or if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence and will be subject to disciplinary procedures.

If workers wish to raise or discuss any issues which might fall into one of the categories listed in Section 1, they should contact the Managing Director, or in his absence the Sales Director or Finance/Admin Director who will, insofar as is possible, treat the matter in confidence. It is likely that an investigation will be necessary and the employee who has made the disclosure may be required to attend an investigatory hearing and/or a disciplinary hearing (as a witness). Steps will be taken to ensure that the individual's working relationships are not prejudiced by the fact of the disclosure.

While we hope that such disclosures will never be necessary, we recognise that we may find circumstances which are new to it, therefore, each case will be treated on its own merits.

If an employee is still not satisfied, they can contact a third party e.g., ACAS, Protect or get legal advice.

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M. Dane – Managing Director  
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