



Morson Group

Whistle Blowing Policy

MG | HR | POL | 008





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Document Control

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Introduction

The Group aspires to the highest possible standards of service and behaviours. However, it is recognised that organisations face the risk of things going wrong. A culture of openness is encouraged to resolve such issues and it is the obligation of every member of staff to bring malpractice or problems to the company's attention.

Definition & Scope

This policy applies to all individuals working at all levels of the organisation including senior managers, officers, directors, employees, trainees, homeworkers and fixed term workers, casual and agency staff.

This policy does not form part of your contract of employment. We may vary this policy and procedure at any time.

The following are examples of issues which may fall within this policy;

- A risk to Health and Safety of employees
- Damage to the environment.
- Criminal activities.
- Financial fraud or mismanagement.
- Failure to comply with a legal obligation (under any statute, regulation, contract or at common law).
- Interference with proper judicial process (such as, for example, destruction of evidence in any proceedings involving the company).
- A deliberate cover-up of any of the above.

This policy statement is not applicable to employment-related issues with, or grievances against, co-workers or managers where the standard grievance procedure will then apply.

Commitment

We will take prompt steps to investigate and remedy any deficiencies brought to its attention in accordance with this statement.

Any worker who makes a good faith disclosure under this policy is performing a valuable service to the company and will be protected from any detrimental actions for having done so.

The taking of any detrimental action against any worker, who has made a good faith disclosure under this policy because of that disclosure, will be a disciplinary offence.

Procedure

We hope in many cases you will be able to raise any concerns with your line manager. You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases, they may refer the matter to the Whistleblowing Officer.

However, where the matter is more serious, or you feel that your line manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact the HR Department.

A meeting will be arranged with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meeting under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

A written summary of your concern will be taken down and a copy provided to you after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible and have been made in good faith. Whistle-blowers who are concerned about possible reprisals if their identity is revealed should come forward to the Whistleblowing Officer or one of the other contact points listed in paragraph 5.1 and appropriate measures can then be taken to preserve confidentiality.

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of any assessment. You may be required to attend additional meetings in order to provide further information.

In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter.

The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of any investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistle-blower has made false allegations maliciously, in bad faith or with a view to personal gain, the whistle-blower will be subject to disciplinary action.

While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

Responsibilities

The board has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

HR has day-to-day operational responsibility for this policy and must ensure that all managers and other staff who may deal with concerns or investigations under this policy receive regular and appropriate training.

Amendments

Issue	Date	Description
1	December 2007	Draft for review
2	July 2012	Format amendments
3	October 2013	Re-branding
4	August 2015	Re-branding
5	July 2016	Reviewed
		Reviewed on 01/06/2017 – NO CHANGES

		Reviewed on 21/06/2018 – NO CHANGES Reviewed on 12/08/2019 – NO CHANGES
6	August 2020	Section 3.3 – included the risk to employees Health Rebrand - JM