



**ALPHA**  
**BUILDING CONTROL**

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## Whistle Blowing Policy

Document Classification	Confidential
Write Access	Directors
Read Only Access	All Alpha Building Control Ltd employees
Use	All Alpha Building Control Ltd employees
Disposal	Hard copies must be disposed of in confidential waste bin or shredded.
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Policy Version Control

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1.3	15/01/2025	AB	AB	Rebrand

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## Overview

The company should be comfortable and committed to ensuring the highest standards of conduct and integrity in all aspects of its operation. In doing so, it should believe that any employees should be able to raise a complaint of malpractice or alleged malpractice without fear of recrimination. More importantly, it should ensure that its employees are made aware of this.

The Public Interest Disclosure Act 1998 provides for the specific protection of an individual (hereafter called the "discloser") who "disclose" or "whistle blow" provided the disclosure is one of a specified type. The special provisions allow the company to take reasonable steps to prevent the discloser from being victimised or bullied for having come forward. The company should be aware that the individual has a legal right to claim against the company if they are victimised or suffer a detriment and the company failed to take any reasonable steps to prevent it.

## Qualifying Disclosure

For the discloser to gain the protection under the Public Interest Disclosure Act 1998, the declaration of disclosure must be "made in good faith and be information which, in the reasonable belief of the discloser, indicates or shows that one of the following has been, is being, or is likely to be, committed";

- that a criminal offense has been committed, is being committed, or is likely to be committed.
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- that a miscarriage of justice has occurred, is occurring or is likely to occur.
- that the health or safety of any individual has been, is being or is likely to be endangered.
- that the environment has been, is being or is likely to be damaged.
- that 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.

A qualified disclosure would not, however, include breaches of company policy, although employees should be encouraged to raise such issues through the existing grievance procedures.

## Procedure

If an employee wishes to disclose, they must inform their line manager in the first instance, unless the disclosure is in relation to that person; in which case the HR department must be informed.

An investigating officer should be assigned to investigate any disclosure thoroughly, promptly and efficiently. If the investigations reveal malpractice has occurred as stated above, then the appropriate authorities must be informed without delay. In the event that the allegations are founded and amount to breach of internal discipline only; then disciplinary action shall be considered. In the event the claim by one employee against another is found to be vexatious, then disciplinary action may be taken against that individual also.

The discloser has the right to anonymity and may retain this until such time as the investigating officer determines that their anonymity is interfering with the investigation of the case. If so, then the discloser will be requested to reveal their

identity and cannot unreasonably withhold this if it is necessary for the full and proper investigation of the complaint.



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