

## Whistle Blowing Policy Statement

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Employees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, Employees are forbidden from disclosing or making use of, in any form whatsoever, such confidential information. However, the law allows Employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter, listed below, and the disclosure must also be made in an appropriate way.

If, in the course of employment, an Employee becomes aware of information, which they reasonably believe tends to show one or more of the following, they must use the Company's Disclosure Procedure set out below:

- That a criminal offence 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 she/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 a person/s has committed, is committing or is likely to be committing an act of bribery
- That information tending to show any of the above is being, or is likely to be, deliberately concealed

### Disclosure Procedure

Information, which an Employee reasonably believes, tends to show one or more of the above should promptly be disclosed to his/her Line Manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the Line Manager, the Employee should speak to the Director.

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. However, failure to follow this procedure may result in disclosed information losing its 'protected status'. For further guidance in relation to this matter or concerning the use of the Disclosure Procedure generally, Employees should speak in confidence to the Director.

This policy will be subject to an annual review.

AUTHORISED BY:



Toby Gale

Operations Director of Reactive Zero Two Ltd

Reviewed 10<sup>th</sup> January 2024