

Whistleblowing Policy Statement



We at MSL understand that under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about the Company.

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:

- Committing a criminal offence
- Failing to comply with a legal obligation
- A miscarriage of justice
- Endangering the health and safety of an individual
- Environmental damage or
- Concealing any information relating to the above

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.

The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

The Procedure

- In the first instance you should report any concerns you may have to the Managing Director who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body
- If you do not report your concerns to the Managing Director you should take them direct to the appropriate organisation or body

Treatment by others

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

A copy of this Policy will be displayed on all premises under the Company’s control and brought to the attention of all employees and others working for the Company.

Organisation

It is the responsibility of the Managing Director Justin Mylchreest to ensure that all objectives of this policy are met and upheld.

- He will ensure that all staff are aware of the policy and the arrangements, and the reasons for the policy
- Grievances are dealt with properly, fairly and as quickly as possible
- Proper records are maintained
- Be responsible for monitoring the operation of the policy in respect of employees

Arrangements

The following deals with how the responsibilities under 'organisation' will be carried out:

- The Company will monitor and review targets and objectives to ensure compliance with legal and other requirements
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

We recognise that the success of this Policy depends on the combined efforts of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy.

Signed

Justin Mylchreest – Managing Director

Issue Date **April 2018**

Review Date **April 2019**