



Garner Street Business Park
Garner Street
Etruria
Stoke-on-Trent
ST4 7BH
t: +44 (0) 1782 202300
f: +44 (0) 1782 203649
www.hambakergroup.com

Whistleblowing Policy

Who is it for and what it covers

- This policy is for everyone who works with us, including employees, relief workers or agency workers. There are similar policies if you volunteer with us or work with Ham Baker Group International.
- It explains what a whistleblowing concern is and what to do if you have a concern.

Key points at a glance

- Whistleblowing is the word used if you notice something wrong at work and want to raise it with someone.
- This policy and procedure tells you how to raise your concerns and how we will deal with what you raise; so that your concerns are followed up fully and you are listened to.
- We hope very much that you'll feel able to raise your concern internally so that we can check and act as quickly as possible. This policy gives ways you can do this.
- Ham Baker Group doesn't tolerate the harassment or victimisation of anyone raising a concern.
- Employees will not be at risk of losing their job as a result of raising a concern.
- You can contact 'Protect,' an organisation with leading experts in whistleblowing who offer independent advice. You can contact them on 020 3117 2520 or at whistle@protect-advice.org.uk
- If you wish to raise your concern with an outside body, we provide details of our main regulators.
- This policy explains confidentiality. It gives details of how we keep a record and monitor whistleblowing.





Garner Street Business Park
Garner Street
Etruria
Stoke-on-Trent
ST4 7BH
t: +44 (0) 1782 202300
f: +44 (0) 1782 203649
www.hambakergroup.com

Policy Detail

Whistleblowing is defined as ensuring that if someone notices something wrong in the workplace, they are able to raise this within their organisation, to a regulator, or wider.

Our assurances to you

Treating you fairly

We hope that this policy gives you the reassurance you need to raise your concern internally with us. The Directors and Managing Director fully support this policy.

If you raise a concern under this policy, you will not be treated unfairly as a result; you will not be at risk of losing your job. We won't tolerate the harassment or victimisation of anyone raising a concern. Provided you are raising a genuine concern; it doesn't matter if you're mistaken. However, if we believe someone maliciously raises a matter which they know is untrue we will investigate this fully and take action.

Confidentiality

With these assurances, we hope you'll feel able to raise your concern openly in the workplace and speak to your line manager. We recognise that there may be circumstances when you would prefer to contact someone else in the organisation.

You may want us to protect your identity and if this is the case, please say so at the start. If you ask us not to disclose your identity, we won't do so without your consent, unless we're required to do so by law or statutory regulations. You need to understand that there may be times when we're unable to resolve a concern without revealing your identity, for example where your personal evidence is essential. When this happens we'll discuss it with you. You may decide to raise your concern anonymously and not tell us your identity. Please remember that if you don't tell us who you are it may be much more difficult for us to look into the matter. Not knowing who you are will also mean that we won't be able to give you feedback on the action we have taken.

Working with Protect

Ham Baker Group recognises that there are times when it is useful to talk to someone outside of the organisation. You can get advice from Protect by phone on 020 3117 2520 Monday to Friday from 9:00am – 18:00pm, or e-mail at whistle@protect-advice.org.uk Protect, an organisation previously called 'Public concern at work' – are leading experts in whistleblowing. They have advised around 40,000 people on their confidential advice line. To find out more about Protect visit <https://protect-advice.org.uk>

How to whistleblow at work

There are three ways to tell us about your concern within the organisation.

1. If you have a concern, we hope you'll feel able to raise it first with your line manager.

You can do this verbally or in writing.





Garner Street Business Park
Garner Street
Etruria
Stoke-on-Trent
ST4 7BH
t: +44 (0) 1782 202300
f: +44 (0) 1782 203649
www.hambakergroup.com

2. If you feel unable to tell your manager, for whatever reason, you can raise it in confidence with:
 - The Head of Human Resources
 - The HSEQ Manager

These people have special responsibility for dealing with whistleblowing concerns.

3. If you have tried to speak to one of the above and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact our Chairman, Managing Director, or a Director.

How we'll deal with concerns you raise

You don't need to have firm evidence of malpractice before telling us. However, we do ask that you explain as fully as you can what has made you concerned.

Once you tell us about your concern, we'll assess it and consider what action may be appropriate. This may involve an informal review, investigation and external referral.

We'll tell you:

- Who will be handling the matter.
- How you can contact them.
- What further assistance we may need from you.

If you ask, we'll write to you summarising your concern and set out how we propose to handle it.

If we've misunderstood your concern, or there is any information missing, you can let us know. We may need more information or need to clarify any points you've made in order to fully understand your concerns.

When you raise the concern it will be helpful to know how you think the matter might be resolved.

We ask that you make it clear at the time you raise a concern if you feel you have any personal interest.

If we think your concern falls under another Ham Baker Group procedure, we'll let you know.

Whenever possible, we'll give you feedback on the outcome of any investigation. Please note, however, that we may not be able to tell you about the actions we take as we may have a duty of confidentiality to another person.

While we can't guarantee that we'll respond to all matters in the way that you might wish, we'll always try to make sure we handle the matter fairly and properly. By following the procedure set out in this policy, you'll help us to achieve this.





Garner Street Business Park
Garner Street
Etruria
Stoke-on-Trent
ST4 7BH
t: +44 (0) 1782 202300
f: +44 (0) 1782 203649
www.hambakergroup.com

What to do if you feel victimised because you are a whistleblower

If at any stage you're concerned that you are experiencing unfair treatment, harassment or victimisation because you raised a concern, please let your line manager know. Or, if you prefer, you can contact our HR team.

Keeping a record and how it is used

We'll keep records of the concern raised in a designated file. This will be kept for a period of time in line with Ham Baker Group's Data Protection Policy.

We'll monitor the range of issues raised across the organisation to identify any learning opportunities and patterns.

This will help us in our future planning, enable us to promote best practice and further improve our services.

Reporting your concern to an outside body

We hope this policy shows you that you can raise your concern internally; so that we can take action as quickly as possible. When necessary, as part of our investigation, we will notify appropriate regulating bodies.

We recognise there may be circumstances where you choose to report a concern to an outside body direct. In fact, we'd rather you raised a matter with the appropriate regulator than not at all.

Policy review arrangements

The HR team are responsible for this policy. This policy is non contractual and can be changed at any time.

David Cardwell
Group Managing Director

Created: 3rd March 2022

Review: 3rd March 2023

Doc Ref: GD43 v4

