



# Whistleblowing Policy

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## 1. Introduction

This whistleblowing policy is designed to provide a safe and confidential way for employees to raise concerns about wrongdoing within Ashley Cleaning Services Limited. We are committed to maintaining high standards of integrity and accountability. This policy aims to encourage and enable employees to report any concerns they may have.

## 2. Scope

This policy applies to all employees, contractors, and other stakeholders within Ashley Cleaning Services Limited. Concerns that can be reported under this policy include, but are not limited to:

- Health and safety violations
- Financial misconduct or fraud
- Discrimination or harassment
- Environmental damage
- Breach of company policies or laws
- Unethical behaviour

## 3. Definition of Whistleblowing

Whistleblowing refers to the act of reporting concerns about wrongdoing or misconduct within the company. This can include, but is not limited to, the following types of concerns:

- **Health and Safety Violations:** Actions or situations that put the health and safety of employees, contractors, or the public at risk.

- **Financial Misconduct:** Fraud, embezzlement, or other financial irregularities.
- **Discrimination or Harassment:** Any form of discrimination, harassment, or bullying based on race, gender, age, disability, sexual orientation, or any other protected characteristic.
- **Environmental Damage:** Actions that harm or pose a risk to the environment, such as illegal dumping of hazardous waste or exceeding official discharge limits.
- **Breach of Legal Obligations:** Violations of laws, regulations, or company policies.
- **Unethical Behavior:** Any conduct that is unethical, dishonest, or in breach of company standards and values.

#### 4. Reporting Mechanisms

Employees can report their concerns through the following channels:

- **Designated Contact Person:** Craig Sorrell
- **Anonymous Hotline:** 0800 0234058
- **Online Form:** Contact designated person for instructions for accessing the form

All reports will be treated confidentially, and the identity of the whistleblower will be protected to the fullest extent possible.

#### 5. Responsibilities

- **Designated Whistleblowing Officer:** Craig Sorrell is responsible for receiving and handling all whistleblowing reports.
- **Human Resources Department:** Assists in the investigation process and provides support to whistleblowers.

#### 6. Protection for Whistleblowers

Whistleblowers are protected under the Public Interest Disclosure Act 1998 (PIDA). [Company Name] ensures that whistleblowers will not face retaliation, unfair treatment, or dismissal as a result of reporting their concerns in good faith. The identity of the whistleblower will be kept confidential throughout the process.

#### 7. Investigation Process

- **Acknowledgement:** The company will acknowledge receipt of the report within 14 days.
- **Initial Assessment:** A preliminary assessment will be conducted to determine the nature of the concern and whether it falls within the scope of the whistleblowing policy.

- **Investigation Plan:** An investigation plan will be developed, outlining the scope of the investigation, the resources required, and the timeline for completion. The whistleblower will be informed of the investigation plan and any changes to the timeline as the investigation progresses.
- **Investigation:** A thorough investigation will be conducted, gathering evidence and interviewing relevant parties. The investigation will be carried out impartially and confidentially, ensuring that the whistleblower's identity is protected.
- **Findings and Recommendations:** The findings of the investigation will be documented in a report, along with any recommendations for corrective actions. The report will be reviewed by senior management or an appropriate authority within the company.
- **Action and Resolution:** Appropriate actions will be taken based on the investigation's findings, which may include disciplinary actions, policy changes, or other measures to address the concern. The whistleblower will be informed of the investigation's outcome and any actions taken.
- **Follow-up:** A follow-up will be conducted to ensure that the corrective actions have been implemented effectively. The whistleblower will be given the opportunity to provide feedback on the process and any concerns they may have.
- **Record Keeping:** All records of the whistleblowing disclosure, investigation, and actions taken will be securely maintained for future reference and compliance purposes.
- **Involvement of Law Enforcement:** If the investigation reveals criminal activity, the company will cooperate with law enforcement authorities. The whistleblower will be informed of this involvement and their role in the process.

## 8. Support for Whistleblowers

Whistleblowers will have access to the following support services:

- **Counseling Services:** Details will be provided after full investigation.
- **Legal Advice:** Details will be provided after full investigation.

## 9. Communication and Training

The whistleblowing policy will be communicated to all employees during induction and through regular training sessions. Managers will receive additional training on how to handle whistleblowing reports.

## 10. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness. The company will monitor the effectiveness of the policy and make improvements as needed.

## 11. Contact Information

For any questions or to report concerns, please contact the designated whistleblowing officer:

- **Craig Sorrell**
- [craig@cleanedbyashley.com](mailto:craig@cleanedbyashley.com)

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Next Review Due:	January 2026

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