

WHISTLEBLOWING POLICY

STATEMENT

Elev8 Interiors Ltd encourages employees and others who have serious concerns about any aspects of Elev8's work to come forward and voice these concerns.

It is often the case that employees are the first to recognise any concerns of potential wrongdoings in the workplace. At Elev8 we view whistleblowing as a positive act that can make a significant and valuable impact on the long-term success and integrity of the company. We do not consider it disloyal or untrustworthy to speak out, but believe it can contribute to the achieving the highest possible standards of service and ethical standards in all practices carried out by Elev8. In order to achieve these standards and success, whistleblowing encourages the rights to freedom of speech.

POLICY AIMS

The aim of this policy is to ensure anyone can raise their concerns without fear of victimisation, discrimination or dismissal. All employees and others should feel encouraged to raise their concerns to the appropriate persons rather than ignoring the problem or 'blowing the whistle' to those outside the organisation.

This policy aims to:

- encourage confidence in raising concern at the earliest opportunity and to question and act upon any concerns on potential malpractice in the workplace.
- provide avenues and a format to raise concern and receive feedback on any action taken.
- ensure that a response is received to all concerns raised and that there is a clear route to take if there is dissatisfaction with the response.
- reassure all employees that they will be protected from possible victimisation if disclosure has been made in good faith.

RAISING A CONERN

Depending on the seriousness and sensitivity of the issue, and who is involved, you should raise your concern with:

- The Site Manager
- The Project Manager
- The main office on 020 8810 9727

The address for correspondence is **45A Manor Road, West Ealing, London, W13 0JA.**

A concern may be raised in person, by telephone or in writing. The earlier a concern is raised, the easier it is to take action. The following information will need to be provided:

- the nature of the concern and evidence to prove it true
- the background and history of the concern (providing relevant dates).

Although it is not expected to prove beyond doubt the truth of suspicion, it is necessary to demonstrate to the person contacted that there is genuine reason for concern relating to wrongdoing or malpractice in the workplace.

PROCEDURE FOLLOWING A CONCERN RAISED

In all cases the protection of others is paramount. Elev8 Interiors will respond to any concerns as quickly as possible. In order to be fair to all employees, including those who have may have been wrongly or mistakenly accused, initial enquiries will be made to determine if an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried under the terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to an external auditor
- form the subject of an independent inquiry

Within ten working days of a concern being raised, the person investigating a concern will write:

- acknowledging that the concern has been received
- informing how Elev8 Interiors plans to deal with the matter
- supplying information on staff support mechanisms
- explaining whether further investigations will take place and if not, why not.

REVIEW OF THE POLICY

Elev8 Interiors will review this Policy annually.

Joe O'Neill



Managing Director

March 2018