

## **Whistleblowing Policy**

### **Purpose of the Policy**

Elite Precast Concrete is committed to the highest standards of honesty, integrity, and accountability. We encourage a culture of openness where employees feel comfortable raising concerns about wrongdoing in the workplace.

This policy outlines how individuals can raise concerns confidentially, and how they will be protected when doing so.

### **Scope of the Policy**

This policy applies to all employees, contractors, agency workers, and consultants working for or on behalf of Elite Precast Concrete.

### **What is Whistleblowing?**

Whistleblowing is the act of reporting concerns about suspected wrongdoing or risks in the Company. The concern must be in the public interest, which means it affects others, such as customers, the public, or the company itself.

### **Types of Concerns Covered**

Concerns that should be raised under this policy include, but are not limited to:

- Criminal offences (e.g., fraud, bribery, theft)
- Failure to comply with legal or regulatory obligations
- Miscarriages of justice
- Health and safety dangers or violations
- Environmental damage
- Deliberate concealment of any of the above
- Unethical conduct or serious breaches of company policy
- Concerns not covered under this policy, such as personal grievances (e.g., bullying, harassment, or discrimination), should be raised under the Grievance Policy.

### **Encouraging Employees to Report**

Employees are often the first to recognise wrongdoing. We urge you to report any concerns at the earliest opportunity. Speaking up allows us to investigate and take appropriate action. You are not expected to prove the truth of your concern, but you must raise it in good faith with reasonable belief.

**How to Raise a Concern**

You can raise a concern informally, with your line manager, if appropriate or formally, by contacting:

- Richard Doody – Commercial Director – rich@eliteprecast.co.uk
- Owen Batham – Sales & Marketing Director – owen@eliteprecast.co.uk
- Paul Cartwright – Business Development Director – paul@eliteprecast.co.uk
- Mark Whistance – Operations Director – mark@eliteprecast.co.uk

Phone: 01952 588885

In Writing: Mark as “Strictly Confidential – Whistleblowing” and send to Unit O, Halesfield 9, Telford. TF7 4QW

If the concern involves your manager or someone in your direct reporting line, please contact one of the directors listed. You can also raise a concern anonymously, though it may limit our ability to investigate.

**Investigation and Outcome**

All concerns will be taken seriously and investigated promptly. You will be informed of the outcome, where appropriate and where confidentiality allows. Any action taken will be in line with the relevant procedures and may involve disciplinary or legal processes.

**Protection from Victimisation**

Elite Precast Concrete is committed to ensuring that no whistleblower suffers any detrimental treatment as a result of raising a genuine concern. This includes:

- No dismissal, demotion, disciplinary action, or harassment
- No threats or retaliatory behaviour
- Any employee who retaliates against someone for raising a concern may face disciplinary action, up to and including dismissal.
- If you believe you are being victimised or retaliated against, report this immediately to a director listed within this policy.

**Confidentiality**

All whistleblowing concerns will be handled with strict confidentiality. Your identity will not be disclosed without your consent, unless required by law.

**External Disclosures**

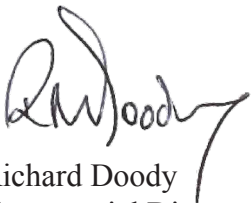
We encourage employees to raise concerns internally first. However, if you feel this is not possible, you may report to an appropriate external body such as:

- Health and Safety Executive (HSE)
- Environment Agency
- HMRC
- Serious Fraud Office

Always seek advice before going outside the organisation – you can contact Protect (formerly Public Concern at Work) for free, confidential advice at [www.protect-advice.org.uk](http://www.protect-advice.org.uk) or call 020 3117 2520.

**Monitoring and Review**

This policy is reviewed annually or following any significant changes in legislation or company procedures.



Richard Doody  
Commercial Director