



Whistle Blowing Policy

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Summary

enims Ltd is committed to openness, integrity and accountability within all aspects of our work. We therefore expect those who are employees/consultants/contractors/volunteers of enims to adopt the same high standard of openness and integrity.

We expect those who work for enims or with enims who have serious concerns about any aspect of enims work to voice those concerns.

The term 'whistleblowing' is the disclosure of information by an employee or worker (see the definition in section 1 for a full definition of those individuals who come within these categories), which relates to some danger, fraud or other illegal or unethical conduct in the workplace.

This Whistleblowing Policy provides advice and guidance to employees and contractors and sets out the procedure by which a concern can be reported about workplace malpractices relating to any of the protected matters specified in the Policy. There is also information about the rights of employees and those who work with enims to raise the matter externally if they are not satisfied with the enims response, and the protection afforded to them if they choose to do this after the internal procedures have been exhausted.

1 Introduction

enims Ltd is committed to ensuring the highest standards of ethical business conduct and integrity in business activities in the UK and overseas.

This policy applies to all individuals working for enims, either as a direct employee or a sub-contractor, either being full- time or part-time, temporary, casual, consultant or a volunteer.

The purpose of this Policy is to ensure that an employee of enims is enabled with information on how to raise concerns of a public interest kind within enims if they have reasonable grounds for believing there is serious misconduct or malpractice within enims.

It is of paramount importance to enims that any fraud, misconduct or wrongdoing is reported and properly dealt with.

2 Scope of this Policy

The Policy is designed to deal with concerns raised in relation to the specific issues which are in the public interest and which fall outside the scope of other policies and procedures. The Policy will not apply to personal grievances concerning an individual's terms and conditions of employment, or other aspects of the working relationship, complaints of bullying or harassment, or disciplinary matters. Such complaints will be dealt with under existing procedures and policies.

Specific concerns, which are in the public interest and may be raised under this Policy include:

- a criminal offence
- failure to comply with legal obligations or with the Regulations set out by enims Ltd
- financial or non-financial malpractice or impropriety or fraud
- improper conduct or unethical behaviour
- professional malpractice
- a risk to the health and safety of any individual that has been, is being, or is likely to be endangered
- a miscarriage of justice that has occurred, is occurring, or is likely to occur
- environmental damage
- attempts to conceal any malpractice
- attempts to suppress or conceal any information relating to any of the above

These concerns may, at least initially, be investigated under this Policy. If the concern raised in relation to the above matters appears to the investigator to relate more appropriately to grievance, bullying, harassment, or discipline, the appropriate procedures will be invoked.

We value any concerns reported in good faith under this procedure. If you are uncertain whether the matters concerning you are within the scope of this Policy (for example, if you are suspicious but uncertain as to whether the law has been broken, or whether a person is acting outside the scope of their authority), we encourage you to report the concerns to a member of the Senior Management Team at enims.

3 What is Whistleblowing?

Whistleblowing occurs when a Worker provides certain types of information, usually to the employer or a regulator, which has come to their attention through work. The whistle blower is usually not directly personally affected by the danger or illegality, although they may be. Whistleblowing is therefore 'making a disclosure in the public interest' and occurs when a Worker raises a concern about danger or illegality that affects others, for example members of the public.

A Worker who makes a 'protected disclosure' is protected from being treated badly or being dismissed. The key piece of whistleblowing legislation is the Public Interest Disclosure Act 1998

(PIDA). The situations covered include criminal offences, risks to health and safety, failure to comply with a legal obligation, a miscarriage of justice and environmental damage. For a disclosure to be protected it must be made to an appropriate body.

4 Who can Raise a Concern?

Any employee, consultant, contractor or volunteer who has a reasonable belief that there is serious malpractice relating to protected matters may raise a concern under this Policy. The issues raised under the protected list may relate to another employee, or a group of employees. Concerns must be raised without malice and in good faith, and the individual must reasonably believe that the information disclosed, and any allegations contained in it, are substantially true. The disclosure must not be made for purposes of personal gain, and in all the circumstances it must be reasonable to make the disclosure. enims will ensure that any Worker who makes a disclosure in such circumstances will not be penalised or suffer any adverse treatment for doing so. However, an employee who does not act in good faith or makes an allegation without having reasonable grounds for believing it to be substantially true, or makes it for purposes of personal gain, or makes it maliciously, may be subject to disciplinary proceedings.

5 Confidentiality

In view of the protection afforded to an employee, consultant, contractor or volunteer raising a genuine concern, it is preferable that the individual puts their name to any disclosure. The identity of the person raising the matter will be kept confidential, if so requested, for as long as possible provided that this is compatible with a proper investigation.

Whistle blowers who are concerned about possible reprisals if their identity is revealed should come forward to a member of the Senior Management Team and appropriate measures can then be taken to preserve confidentiality.

6 How to Raise a Concern

A concern can be raised either verbally or in writing, if the concern is made in writing it should set out the background and history of the concern, giving names, dates and places where possible. Give a reason(s) why you are particularly concerned about the situation. The earlier a concern is raised, the easier it is to take action. When raising a concern you will be expected to provide a reasonable grounding for your complaint. A trade union or professional association may raise a complaint on behalf of the employee.

7 Protection and Support for Employees

An employee, consultant, contractor or volunteer who raises genuinely held concerns in good faith under this procedure will not be dismissed or subjected to any detriment as a result of such action. Detriment includes unwarranted disciplinary action, adverse treatment, harassment and victimisation. If an employee, consultant, contractor or volunteer believes that they are being subjected to a detriment within the workplace as a result of raising concerns under this procedure, they should inform a member of the Senior Management Team immediately. Workers who victimise, harass or retaliate against those who have raised concerns under this Policy will be subject to disciplinary action.

If an investigation under this procedure concludes that a disclosure has been made maliciously, is vexatious, in bad faith or with a view to personal gain, the whistle blower will be subject to disciplinary action. Those choosing to make disclosures without following this procedure or anonymously may not receive the protection outlined in this Policy.

8 Further Information

Further information on Whistle Blowing can be found at: <http://www.pcaw.org.uk/>

A list of Prescribed Bodies:

http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@employ/documents/digitalasset/dg_177605.pdf

Policy Review

The review of this policy is the responsibility of the Senior Management Team and will be reviewed in line with our internal management systems. If any change is required, an updated policy will be issued to employees for completion of declaration (where necessary).