



## **Whistleblowing Policy**

### **What is a Whistleblower**

You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, e.g., the general public.

As a whistleblower you're protected by law - you shouldn't be treated unfairly or lose your job because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

### **Who is Protected by Law**

You're protected if you're a worker, e.g., you're:

- an employee
- a trainee
- an agency worker

Get independent advice if you're not sure you're protected, e.g., from Citizens' Advice.

### **Complaints That Count as Whistleblowing**

You're protected by law if you report any of the following:

- a criminal offence, e.g., fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g., doesn't have the right insurance
- you believe someone is covering up wrongdoing

### **Complaints That Don't Count as Whistleblowing**

Personal grievances (e.g., bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.

## **Who to Tell and What to Expect**

You can tell JOS Structures Ltd – the directors understand the principles and legality behind whistleblowing, and it is their policy to facilitate all approaches and will maintain confidentiality.

There are other options if you don't want to report your concern to your employer, eg you can get legal advice from a lawyer, or tell a prescribed person or body.

## **Making Your Claim Anonymously or Confidentially**

You can tell the directors or a prescribed person anonymously, but they may not be able to take the claim further if you haven't provided all the information they need.

You can give your name but request confidentiality - the person or body you tell should make every effort to protect your identity.

If you report your concern to the media, in most cases you'll lose your whistleblowing law rights.

## **What JOS Structures Ltd or a Prescribed Person Will Do**

The directors or the prescribed person will listen to your concern and decide if any action is needed. You may be asked for further information.

You must say straight away if you don't want anyone else to know it was you who raised the concern.

You won't have a say in how your concern is dealt with.

The directors or the prescribed person can keep you informed about the action they've taken, but they can't give you much detail if they have to keep the confidence of other people.

A prescribed person can't help you with your relationship with the company.

## **If You're Not Satisfied with How Your Employer Dealt with Your Concern**

Contact the Advisory, Conciliation and Arbitration Service (Acas), or the whistleblowing charity Public Concern at Work for more guidance.

Signed: *J O Sullivan*

Date: 23<sup>rd</sup> August 2024