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Version:	3	Authorised:	J. Bennett	
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T H E W H I S T L E B L O W E R P O L I C Y				

Introduction:

It is important that any criminal behaviour or other wrongdoing by an employee, or any individual undertaking work with the organisation is reported and properly dealt with.

This Whistleblowing policy is underpinned by the Public Interest Disclosure Act 1998 (known as the Whistleblowers Act).

This gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The organisation is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns.

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud of which are also covered by other policies within TLS Limited
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the Environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

TLS will treat all such disclosures in a confidential and sensitive manner. The identity of the employee making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

If an employee has a concern, they should first raise it with their line manager/director, verbally or in writing. If they feel that this person may be involved or do not wish to approach them, then they should approach compliance manager.

If the employee feels a senior manager/trustee may be involved, the employee should report the matter to Director or business owner in charge.

TLS will ensure that an investigation takes place and make an objective assessment of the concern. This may involve several members of staff and or management depending on circumstances. The employee will be kept advised of progress and the organisation will ensure the action necessary to resolve the concern is taken.

In all cases, the employee is encouraged to exhaust TLS Limited internal procedures before contacting external sources such as the Health & Safety Executive, Environment Agency etc.

The policy should be reviewed at least 12 months to ensure its effectiveness.

Jill Bennett

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Managing Director.