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WHISTLEBLOWING POLICY

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1 Overview

- 1.1 This policy outlines what you should do if you suspect something at work is putting you or others in danger or is illegal or unethical.
- 1.2 If you are an employee, this policy does not form part of your employment contract, and we may update it at any time.

2. What is whistleblowing?

- 2.1 We aim to maintain high standards of integrity in everything we do. However, all organisations can occasionally be affected by conduct that is dangerous, against the law, or that breaches ethical or professional codes. If you have any such concerns, we encourage you to report them immediately — this is called ‘whistleblowing’. We will take your concerns seriously, they will be thoroughly investigated, and you can be confident there will be no reprisals.
- 2.2 The types of concerns you may want to raise with us by whistleblowing might include:
 - Any activity you suspect is criminal (facilitating tax evasion, for example);
 - Any activity you suspect puts health and safety at risk;
 - Any activity you suspect may damage the environment;
 - Any activity you suspect breaches our Anti-Bribery policy;
 - Any failure to comply with legal or regulatory obligations;
 - Any failure to meet professional requirements; and/or
 - Any attempt to conceal one or more of these activities.

3. How to raise a whistleblowing concern

- 3.1 You may raise a concern via our company website under our ‘Get in touch with us’ page. Alternatively, you may raise a concern via our dedicated email address: whistleblowing@metacompliance.com

4. Confidentiality

- 4.1 All whistleblowing can be made anonymously via our email address or website.
- 4.2 If you feel comfortable in reporting your concern openly, we will do all we can protect your identity. We may want to disclose your identity to people involved in the investigation, but we will always discuss this with you first.
- 4.3 You are protected from reprisals under this policy (see paragraph 5), but if you are still worried, talk to us. We will explore how far we can go in keeping your concerns confidential.

5 How we protect whistleblowers

- 5.1 If you raise a genuine concern under this policy, we will support you fully even if we find through our investigations that you made a mistake or that there has been no breach of policy, legal obligation or other activity set out in paragraph 2.2 above. However, if you feel you have been treated badly as a result of raising a concern, you must tell us straightaway. First inform your manager and, if the matter remains unresolved, you must follow the formal process in our Grievance Policy.
- 5.2 All whistleblowers are given the same protection, so you must not threaten or otherwise badly treat others who have raised concerns under this policy. If you do, you may face disciplinary action which could include dismissal for gross misconduct. The whistleblower may also be able to bring legal action against you.
- 5.3 You can get further advice on whistleblowing, protecting confidentiality, and being protected from reprisals at: www.protect-advice.org.uk Protect is an independent charity that also offers an advice line ([020 3117 2520](tel:02031172520)).