

Whistleblowing Policy

Ashdale is committed to maintaining the highest standards of honesty, openness and accountability.

Employees will usually be the first to know when someone inside or connected with an organisation is doing something illegal, dishonest or improper, but may feel apprehensive about voicing their concerns.

Ashdale does not believe that it is in anyone's interests for employees with knowledge of wrongdoing to remain silent.

This document sets Ashdales policy by which you can report your concerns and be sure they are acted upon.

The whistleblowing policy statement is intended to act as a deterrent to fraud or other corruption or serious malpractice; it is also intended to protect Ashdale's business and reputation.

POLICY STATEMENT

Ashdale takes all malpractice very seriously, whether it is committed by an employee, supplier customer, competitor or contractor.

This policy statement applies to all permanent and temporary employees, agents and contractors.

It is intended to complement statutory protection and, for the avoidance of doubt, statutory rights will not be affected in any way by this policy.

The following examples demonstrate what we mean by serious malpractice:

- Fraud, corruption, bribery or other malpractice which could lead to a financial loss to Ashdale
- Criminal offences, eg. Theft, Drug taking,
- Breaches relating to the accuracy or integrity of Ashdale's financial statements;
- Failure to comply with legal obligations
- Actions which are intended to conceal any of the above.

If you become aware of any such activities or other possible malpractices you are requested, in the first instance to advise the General Manager of your concerns. It will not always be clear that a particular action falls within one of these categories and you will need to use your own judgement. However, if you believe the matter to be serious, Ashdale would prefer you to report your concerns rather than keep them to yourself.

If you're not satisfied with how Ashdale as your employer has dealt with your concern, or do not wish to deal directly, you can tell someone else (for example a more senior member of staff) or a prescribed person or body. You can contact the Advisory, Conciliation and Arbitration Service (Acas), the whistleblowing charity Protect (**020 3117 2520**) or your trade union for more guidance.

Signed:



Designation: Jocelyn Mead, Managing Director,

Date: January 2022

