

P42 Whistle-Blowing Policy

TCHC Group Ltd is committed to maintaining the highest standards of integrity, honesty and professionalism in the workplace and complying with its legal obligations.

Whilst the Company makes every effort to ensure that its business is conducted according to these standards, employees may be aware of, or suspect, certain failures or wrongdoings within the Company. Employees are strongly encouraged to raise any concerns they may have in accordance with this policy.

This policy provides employees with a general outline of the governing legislation in this area for guidance purposes only and should not be regarded as a complete or authoritative statement of the law.

Staff are made aware of this policy by its publication on Company Documents on our Intranet and Bright HR platforms.

1 Policy

Under the Public Interest Disclosure Act 1998 (“PIDA”), you have the statutory right to disclose concerns relating to the Company without fear of victimisation or detriment.

The concerns covered by PIDA relate to one or more of the following events. You must reasonably believe that the event has happened, is happening, or is likely to happen soon:

- A criminal offence
- A failure to comply with any legal obligation
- A miscarriage of justice
- Danger to the health and safety of any individual
- Danger to the environment
- Deliberate concealment of any one of the above

If your concern relates to any internal procedure or act which affects your employment directly, then this should be raised through the Company's grievance procedure.

If you genuinely and in good faith believe that one of the above events has happened, is happening or is likely to happen in the near future, you should raise the issue with your Line Manager or, in their absence, or if the concern relates to your Line Manager, you should raise it with HR.

You will be informed who will investigate your concerns and advised of the likely timescale of the investigation which will aim to be achieved. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You are entitled to be accompanied to any meeting which you attend in connection with the investigation by a work colleague or a trade union representative.

The Company will endeavour to maintain confidentiality where possible, but this cannot be guaranteed.

Depending on the nature of the complaint, the police or a regulator, for example, may need to be involved. Although you may raise your concerns anonymously, it may be impossible to investigate or take further action if you do so.

If, for any reason, you feel that the person with whom you initially raised your concern has failed to deal with the issue in a satisfactory manner, you should set out your concerns in writing and give them to the Managing Director.



In the first instance you should report any concerns you may have to your Line Manager, once they have received your concern, they must inform HR who will treat the matter with complete confidence where possible. The matter will then be investigated. If you are not satisfied with the explanation or reason given to you, you should raise the matter with a member of the board of directors. If you are still not satisfied with the outcome, then you can raise the matter with the appropriate official organisation or regulatory body.



Courtney Grinham, Managing Director – TCHC GROUP LTD

Document History

Reference No	Version	Date	Author	Classification	Review Date
P42	2.1	02/08/2009	Carol Deslandes	Unclassified	18/07/2020
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