



POL007 Public Interest Disclosure ('Whistleblowing') Transparency Statement

OBJECTIVE

The Company constantly strives to safeguard and act in the interest of the public and its employees. It is important to the Company that any fraud, misconduct or wrongdoing, by employees or other agents, is reported and properly addressed.

This policy applies to all employees and all other agents of the Company, who are encouraged to raise concerns in a responsible manner. The Company prefers that a concern is raised and dealt with properly, rather than kept quiet.

RESPONSIBILITIES

Everyone is encouraged to bring to the attention of the Company any practice or action of the Company, its employees or other agents that you reasonably believe is against the public interest, in that the practice or action is:

- a criminal offence
- a failure to comply with any legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- an attempt to conceal information on any of the above

Any employee raising legitimate concerns will not be subject to any detriment, either during or after employment. The Company will also endeavour to ensure that the individual is protected from any intimidation or harassment by any other parties.

PROCEDURE

- Employees should raise any concerns with their Supervisor or the Managing Director
- If employees including those engaged on a temporary basis are unsure of any suspected dangers, wrongdoing or matter relating to slavery or human trafficking in the workplace must consult with their line manager immediately
- Any matter raised under this policy will be investigated promptly and confidentially
- The outcome of the investigation and any necessary remedial action to be taken, will be confirmed
- Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly
- The Company is committed to ensuring that employees are protected from victimisation, harassment or less favourable treatment
- If anyone is dissatisfied with this response, should raise their concerns in writing directly to the Managing Director
- If, the appropriate remedial action has not been taken, you should then report the matter to the proper authority

These authorities include:

- HM Revenue & Customs
- the Financial Conduct Authority
- the Health and Safety Executive
- the Environment Agency or Scottish Environmental Protection Agency
- the Information Commissioner

REVIEW

This policy statement will be reviewed annually.

Managing Director
AMD Contract Services Ltd

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