



## **CORPORATE POLICY**

### **WHISTLEBLOWING**



01952 676 925



[info@engineersmate.com](mailto:info@engineersmate.com)

At Engineers Mate Ltd, we are committed to maintaining the highest standards of honesty, integrity, and accountability in all that we do. We recognise that from time to time, employees, contractors, or others connected to the company may come across something that doesn't seem right. This policy sets out how you can raise concerns in a responsible way, without fear of reprisal.

## Purpose of this Policy

This whistleblowing policy is designed to give a clear route for raising concerns about wrongdoing or misconduct within Engineers Mate Ltd. It covers serious issues such as:

- Criminal offences (e.g. fraud, theft, bribery)
- Breaches of legal obligations
- Health and safety risks
- Environmental damage
- Deliberate concealment of any of the above

If you suspect wrongdoing in any of these areas, we encourage you to speak up.

## Who Can Raise a Concern?

This policy is open to all current and former:

- Employees
- Contractors
- Suppliers
- Agency workers
- Anyone else who has a working relationship with Engineers Mate Ltd

## How to Raise a Concern

You can raise your concern in confidence by contacting:

Engineers Mate Ltd

Phone: 01952 676925

Address: Unit 500, Queensway Business Park, Telford, TF1 7UL

If you'd prefer, you can raise your concern anonymously, although doing so may make it harder to investigate thoroughly.



## What Happens Next

Once a concern is raised, we will:

1. Acknowledge your concern promptly.
2. Assess the nature and urgency of the matter.
3. Investigate where appropriate, either internally or via an external party.
4. Keep you informed where possible (unless doing so would compromise the investigation).

We aim to deal with all concerns fairly, objectively, and without unnecessary delay.

## Protection for Whistleblowers

You will not be treated unfairly or lose your job for raising a concern in good faith, even if it turns out to be unfounded. Engineers Mate Ltd does not tolerate any form of retaliation or victimisation against whistleblowers. If you believe you are being treated unfairly because you spoke up, you should report this immediately using the contact details above.

## External Reporting

While we encourage internal reporting, you have the right to contact external bodies such as:

1. The Health and Safety Executive (HSE)
2. The Environment Agency
3. HMRC
4. The Serious Fraud Office (SFO)

A full list of "prescribed persons" is available on the UK Government website.

## Policy Review

This policy will be reviewed annually and updated if necessary to ensure it remains fit for purpose.

On behalf of Engineers Mate Ltd



Andy Bowyer  
Director

