



WP-01

Version 1

01/04/2025

Whistleblowing Policy

Policy Statement

At C Jones & Sons Limited, we are committed to maintaining the highest standards of integrity, openness, and accountability. We recognise that employees are often the first to identify risks, unsafe practices, or wrongdoing. We encourage all staff to raise any genuine concerns without fear of reprisal.

This policy outlines how to raise concerns in a safe and confidential environment, in line with the Public Interest Disclosure Act 1998 (PIDA) and HSE guidance.

Purpose of the Policy

This policy is designed to:

- Encourage staff to report suspected wrongdoing as soon as possible.
- Provide guidance on how to raise concerns.
- Reassure whistleblowers that they will be protected from reprisal or victimisation if they raise a concern in good faith.

Who Does This Policy Apply To?

This policy applies to:

- All employees, workers, agency staff, and subcontractors.
- Self-employed workers and consultants engaged by the company.
- Any individual working under a contract with the company.

What is Whistleblowing?

Whistleblowing is the reporting of wrongdoing that is in the public interest. Examples include:

- Unsafe working conditions or breaches of health and safety regulations.
- Criminal activity (e.g., theft, fraud).
- Misuse of company resources.
- Failure to comply with legal obligations.
- Environmental damage.
- Bribery or corruption.
- Concealment of any of the above.

Health and Safety Concerns

Concerns relating to dangerous work practices, risk of serious injury, breaches of the Health and Safety at Work etc. Act 1974, or failure to follow HSE guidance should be reported under this policy. The company has a legal duty to ensure health, safety, and welfare at work.

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How to Raise a Concern

Concerns should be raised as early as possible. You can report your concern:

- Verbally or in writing to your line manager or supervisor.
- If not appropriate, report directly to Designated Whistleblowing Officer

You should provide:

- Details of the concern.
- Any evidence you may have.
- Names of individuals involved, if known.

You may raise concerns anonymously, though this may limit the ability to investigate fully.

How the Company Will Respond

Once a concern is raised:

- It will be acknowledged within 5 working days.
- An initial assessment will be conducted.
- A full investigation may follow, depending on the nature of the concern.
- You will be informed of the outcome where appropriate.

All investigations will be handled sensitively, confidentially, and fairly.

Protection for Whistleblowers

If you raise a concern in good faith:

- You will not be dismissed, disciplined, or victimised.
- You have the right to take your case to an employment tribunal under PIDA if you suffer detriment.
- Any acts of retaliation will be treated as a disciplinary offence.

Confidentiality

All disclosures will be treated in strict confidence. Your identity will not be revealed without your consent unless required by law.

Raising Concerns Externally

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If internal reporting is not appropriate, you can contact a prescribed body, such as:

- Health and Safety Executive (HSE)
Tel: 0300 003 1647
Website: www.hse.gov.uk

Other prescribed regulators may include the Environment Agency, HMRC, or the Information Commissioner's Office (ICO), depending on the concern.

Malicious Allegations

Malicious or knowingly false allegations are a serious disciplinary offence and may result in action under the company's disciplinary procedure.

Review of Policy

This policy will be reviewed annually or sooner if required by changes in legislation or best practice.

Signed:

Date: 01/04/2025

Review Date: 01/04/2026

Zach Jones, Director

C Jones & Sons Limited

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