

Whistleblowing Policy

1 About this Policy

1.1 Belmont Press is committed to conducting our business with honesty and integrity, and we expect all staff to maintain consistently high standards. Any suspected wrongdoing should be reported as soon as reasonably practicable.

1.2 This Whistleblowing Policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers, and agency workers.

1.3 This Whistleblowing Policy does not form part of the terms and conditions of your contract with Belmont Press, and we reserve the right to amend it at any time.

2 Whistleblowing

2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to the activities of Belmont Press. This includes bribery, fraud, criminal activity, miscarriages of justice, Health and Safety risks, damage to the environment, any breach of legal and/or professional obligations.

3 How to Raise a Concern

3.1 We hope that in many cases you will be able to firstly raise any concerns with your Department Manager. However, where you prefer not to raise any concerns with your Department Manager for whatever reason, you should contact the Managing Director and/or Whistleblowing Officer.

Note - Details with regard to the Whistleblowing Officer are shown below.

3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this Whistleblowing Policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4 Confidentiality

4.1 We hope that you will feel able to voice Whistleblowing concerns openly as completely anonymous disclosures can be very difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret, and only reveal it where necessary to those involved in investigating your concern.

5 External Disclosures

5.1 The aim of this Whistleblowing Policy is to provide an internal mechanism for the reporting, investigating, and remedying any wrongdoing in the workplace. In most instances you should not find it necessary to alert anyone externally.

5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external, although where strictly necessary Public Concern at Work operates a helpline for this purpose.

Note - Details with regard to the Public Concern at Work helpline are shown below.

6 Protection and Support

6.1 We aim to encourage openness and will support Whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Managing Director or Whistleblowing Officer immediately. If the matter is not remedied you should raise the matter formally following Grievance Procedure PN3.

6.3 You must not threaten or retaliate against Whistleblowers in any way. If you are involved in any such conduct you may be subject to disciplinary action being taken. In extreme cases the Whistleblower could have a right to sue you personally for compensation at an employment tribunal.

6.4 However, if we conclude that a Whistleblower has made false allegations maliciously or with a view to personal gain, the Whistleblower may be subject to disciplinary action being taken.

7 Contacts

Whistleblowing Officer
Jay Worsfold (Company Standards Manager)

Managing Director
Mr Trevor Thomas

Public Concern at Work
(Independent Whistleblowing Charity)
www.pcaw.org.uk (020 7404 6609)

Signed..........

Owen Thomas
Managing Director