



GSJP Civil Engineering Whistleblowing Policy

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. We encourage staff to report suspected wrongdoing as soon as possible. This is sometimes known as “whistleblowing” or making a protected disclosure.

This Policy applies to all individuals working at all levels of the organisation, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term workers, casual and agency staff, and volunteers.

What wrongdoing should be reported?

Any suspected wrongdoing, whether by the Company or any of its staff, in relation to our activities should be reported. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations and attempts to conceal any of these.

How to report wrongdoing

We hope that in many cases you will be able to raise any concerns with your manager. You should inform your manager that you are approaching them under this Policy.

However, where you prefer not to raise it with your manager for any reason, you should contact a director. You should inform the director that you are approaching them under this Policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may usually bring a colleague as a companion to any meetings under this Policy, unless the Company uses its discretion to decide that the matter is too sensitive to allow this. Your companion must respect the confidentiality of your disclosure and any subsequent investigation and outcome.

The matter will be investigated. If relevant, disciplinary action will be taken against the wrong doer.

You need not provide evidence for the investigator to investigate the concerns which you raise, although any evidence you can provide will be carefully considered.

The person investigating your concerns will be independent of them and will have received appropriate training.

You will be notified in writing of the outcome of the investigation and any action taken (to the extent allowed by confidentiality and data protection obligations). You will not be given details of any disciplinary action taken unless this is considered appropriate by the Company.

Confidentiality

We hope that staff will feel able to voice concerns openly under this Policy. Completely anonymous disclosures are difficult to investigate and will only be investigated at the discretion of the Company. If you want to raise your concern confidentially, we will respect this as far as reasonably practicable.

External disclosures

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

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. Protect, a charity, operates a confidential helpline. Their contact details are:

Helpline: 0207 404 6609

E-mail: whistle@protect-advice.org.uk

Website: www.pcaw.org.uk

Protection and support for those raising concerns.

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

Staff must not suffer any detrimental treatment as a result of raising a genuine concern, whether from the company or other staff members. If you believe that you have suffered any such detrimental treatment, you should inform a director immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

Staff must not threaten or retaliate against anyone reporting a concern in any way. If you do so, you may be subject to disciplinary action. In some cases, the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.

If we conclude that a staff member has made false allegations maliciously or with a view to personal gain, the staff member may be subject to disciplinary action.

Protect operates a confidential helpline. Their contact details are above.

Record keeping

All records relating to disclosures under this Policy will be kept in accordance with the Data Protection Act 2018.

Warning to staff

The fact that a colleague has reported a wrongdoing must not be the reason for victimising or dismissing. A worker who takes such action may find themselves personally liable to the colleague.

The above policy does not form part of your contract and the Company can withdraw or amend it at its discretion.