Saxon Chase
Construction Recruitment Specialists

WHISTLEBLOWING POLICY

It is the Policy of Saxon Chase Recruitment Limited to ensure that our business is conducted according to ethical, professional and legal standards in a fair, honest and open manner.

Employees are protected by law if any of the following are reported:

- ✓ a criminal offence, for example fraud
- ✓ someone's health and safety is in danger
- ✓ risk or actual damage to the environment
- ✓ a miscarriage of justice
- ✓ Saxon Chase Recruitment Limited is breaking the law, for example does not have the right insurance
- ✓ you believe someone is covering up wrongdoing

It is possible for you to raise your claim anonymously if you wish to do so however you should be aware that this may make it difficult for Saxon Chase Recruitment Limited to fully investigate if sufficient information has not been provided. In the event that you request confidentiality, every effort to protect your identity will be made unless we are required to disclose it by law. You will be informed if we are unable to resolve the issue whilst protecting your identity.

Saxon Chase Recruitment Limited have a zero-tolerance approach to harassment or victimisation of staff and would encourage you to provide us with your name so we can fully investigate the matter.

How to raise a concern:

Your line manager is the initial point of contact wherever possible to raise a matter of concern, either verbally or in writing. If you feel unable to raise the matter with your line manager, you should go to the director.

When raising your concern, you should provide as much information as possible, including a description of the concern, dates and times of any incidents, copies of supporting documentation and details of any eye witnesses.

What happens next:

Once you have reported a concern, your line manager or director will consider whether any action is required. Saxon Chase Recruitment Limited will try to keep you informed of the actions that are being taken and how it is proposed the matter will be dealt with, and subsequently the action that is taken and the outcome of the investigation. Please be aware that Saxon Chase Recruitment Limited may have a duty to maintain confidentiality towards other people and therefore this may limit the level of detail we can provide to the whistleblower.

Saxon Chase Recruitment Limited will constantly monitor and regularly review this Whistleblowing Policy in order to ensure its continuing suitability.

Saxon Chase Recruitment Limited will undertake monitoring of employee expenses records to ascertain any anomalies which may fall into the scope of this Policy.

Saxon Chase Recruitment Limited will provide copies of this Whistleblowing Policy Statement to all employees.

Saxon Chase
Construction Recruitment Specialists

Company name _____

Signature _____

Name _____

Position _____

Date _____