

POLICY STATEMENT

In accordance with the Public Interest Disclosures Act 1998, the Company has instituted a system for reporting information which in your reasonable belief points to a wrongdoing at work.

A wrongdoing is any of the following:-

- a **criminal offence** has been or is likely to be committed;
- a person has failed, is failing or is likely to fail to **comply with a legal obligation**;
- a **miscarriage of justice** has happened, is happening or is likely to happen;
- the **health and safety of an individual** has been, is being or is likely to be damaged;
- **damage to the environment** has occurred, is occurring or is likely to occur; and
- **information showing any of the above** has been, is being or is likely to be deliberately concealed.

If you become aware of a wrongdoing at work then please institute Stage 1 of the Grievance Procedure immediately. If you believe that the Company's managers may be involved in the wrongdoing then please approach Simon Shuttleworth the Managing Director directly.

Acknowledgement:

I have read and understood the content of this policy.

I am aware of where to find it on the Integrated Management System to ensure I am updated with any amendments to it.

I agree to abide by the content of this policy at all times.

Signature:

Date: