



Whistleblowing Policy

It is the policy of GQS (Global Quality Services) to have a practice in place to cover the legal protection offered to all Employees who make 'protected disclosures'. This policy applies to all Employees and Management of GQS. Other individuals performing functions in relation to the organisation, such as agency workers and contractors, are encouraged to use it.

It is important to GQS that any fraud, misconduct or wrongdoing by Employees or Management of GQS is reported and properly dealt with. GQS therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run.

The key piece of whistleblowing legislation is the Public Interest Disclosure Act 1998. The law provides protection for workers who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest by a worker who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The worker has no responsibility for investigating the matter - it is GQS's responsibility to ensure that an investigation takes place.

- Any worker who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

GQS encourages workers to raise their concerns to their employer in the first instance. If a worker is not sure whether to raise a concern, he/she should discuss the issue with his/her Manager. If the worker feels unable to use the organisations procedure, the disclosure should be made to a prescribed person, so that employment rights are protected.



- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work.
- Any matter raised under this policy will be investigated thoroughly, promptly, and confidentially, and the outcome of the investigation reported back to the worker who raised the issue.
- No worker will be victimised for raising a matter under this policy.
- Victimisation of a worker for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered because of any investigation, disciplinary action will be implemented, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.

This policy will be reviewed annually for suitability and updated as necessary.

A handwritten signature in black ink, appearing to read 'David Cross'.

David Cross
Director
GQS