

COMPANY POLICY

WHISTLEBLOWING

Instalcom's reputation and future depends on us maintaining the highest standards of business behaviour and acting with integrity in everything we do. Behaving ethically, and with integrity, is about more than just our organisation's reputation – it's about making sure that Instalcom is a place where we're all proud to work. This relies on everyone who works for us, or on our behalf, doing the right thing. That's why it's so important that we speak out if we see, or suspect, wrongdoing. Our Whistleblowing Policy makes it easier for everyone working for Instalcom, or on our behalf, to raise such a concern, without fear of retaliation. Instalcom will protect those who speak out from any reprisal or victimisation. This includes, but is not limited to employees, contractors, agency staff, suppliers, consultants and agents. Everyone at Instalcom has a responsibility to raise genuine concerns about suspected wrongdoing taking place. This includes reporting:

- Health and Safety concerns
- Financial malpractice (fraud, bribery or corruption)
- Theft, or other criminal activity
- Conflicts of interest
- Dishonesty or unfairness in dealing with customers and suppliers
- Miscarriages of justice, breaches of human rights or acts of modern slavery
- Anything that could harm the environment, or the communities that we work within
- Attempts to hide, or assist others, in any of the above
- Bullying or harassment

In the first instance you should raise a concern by speaking to your Line Manager or other senior manager. If you do not feel comfortable speaking to your Line Manager, you can speak to the HR Department direct or make an anonymous complaint through the Instalcom anonymous reporting number on **07584 390560**. If you make a report, even if it is not confirmed by subsequent investigation there will not be any action taken against you. Instalcom may, however, consider taking disciplinary action against you if you have participated in the wrongdoing or if you make a malicious report. All concerns raised will be treated fairly and in complete confidence. An internal investigation team will conduct an initial review of any concerns raised and make a decision on how the concern will be best investigated.

We encourage you to raise concerns by providing your name and contact details. Doing so makes it easier for the investigation team to assess the issue, contact you for more information or clarify the information provided. We will take steps in the investigation to ensure that confidentiality is maintained as far as possible and will endeavour to protect the identity of the person who raised the concern. In certain situations, however, you may choose to make an anonymous report. If you wish to remain anonymous, you must provide as much detail as possible in your initial report, so it can be investigated fully. If you make an anonymous report, we may not be able to provide you with details of the outcome of the investigation but will still fully investigate the issue to its conclusion. Where you do provide your details, we will update you regularly during the course of the investigation and at its conclusion.



Signed.....Date: 15/01/21
Vince Bowler - Managing Director

