



Whistleblowing Policy

Definition:

Whistleblowing is raising a concern about malpractice within an organisation.

Protection:

Quattro (UK) Ltd is committed to delivering a high-quality service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The Policy encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability. The policy covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Bribery
- Fraud
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the Companies formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager/MD who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

A disclosure in good faith to the manager/MD will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

Eamon O'Loughlin Managing Director

A handwritten signature in black ink, appearing to read "Eamon O'Loughlin".

Date: 09.01.2023

Review Date: 08.01.2024