



Thompsons of Prudhoe Group of Companies* Policy Statement

*The Thompsons of Prudhoe Group Comprise:

Thompsons of Prudhoe Holding Ltd, Thompsons of Prudhoe Ltd, W & M Thompson (Quarries) Ltd & Tyneside Minimix (Concrete) Ltd
Registered Offices: Thompson House, Princess Way, Low Prudhoe, Northumberland, NE42 6PL

WHISTLEBLOWING

Overview

Whistleblowing encourages and enables employees to raise serious concerns. Employees are often the first to realise that there is something seriously wrong. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to Thompsons.

The Thompsons of Prudhoe Group of Companies (“the Group”) are committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees who have serious concerns about any aspect of the Group’s work to come forward and voice those concerns.

This policy applies to all employees and where applicable sub-contractors working for a Group company.

Policy aims

- To encourage employees to feel confident about raising concerns and to question and act upon concerns.
- To provide avenues for employees to raise concerns in confidence and receive feedback on any action taken.
- To ensure that employees receive a response to concerns and that they are aware of how to pursue them if not satisfied.
- To reassure employees that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith.

Types of Concern

The types of concern covered by this policy include:

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of company funds
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

All concerns will be treated in confidence and every effort will be made not to reveal a complainant’s identity where possible. At the appropriate time, however, they may need to come forward as a witness. This policy encourages people to put their name to a concern whenever possible.

Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must **not** act maliciously, vexaciously or make false allegations.
- Staff must **not** seek any personal gain.





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How to raise a concern

A complainant should raise concerns with their immediate Supervisor/Manager. However dependent on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice the complainant can raise concerns directly with any company Director by telephoning them at the Head Office, by mobile or asking for a confidential meeting.

This Policy Statement Shall be reviewed annually, and following any significant change or development in the Group's business operations.

Signed: *H. Hillary*.....

Date: *1st August 2015*.....

Helen M Hillary
HR Director
Thompsons of Prudhoe Group

