

Whistleblowing Policy

Introduction

Elevate EPA Ltd (Elevate) is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in all aspects of our operations. We encourage our board members, employees, contractors, and other stakeholders to report any wrongdoing they observe in the workplace that is of public interest. This policy outlines the procedures for reporting concerns as a whistle-blower and provides protection to those who come forward with such concerns.

What is a Whistle-blower?

A whistle-blower is a worker who reports certain types of wrongdoing witnessed in the workplace. The wrongdoing disclosed must be in the public interest, meaning it affects others, including the general public. As a whistle-blower, you are protected by law and should not be treated unfairly or lose your job for reporting such concerns, even if they pertain to past incidents.

Complaints that Count as Whistleblowing

Whistleblowing concerns may include, but are not limited to, the following:

a. A criminal offence, such as fraud. b. Someone's health and safety are in danger. c. Risk or actual damage to the environment. d. A miscarriage of justice. e. The company is breaking the law, such as lacking the appropriate insurance. f. You have reason to believe someone is covering up wrongdoing.

Complaints that Do Not Count as Whistleblowing

Personal grievances, such as bullying, harassment, or discrimination, are generally not covered by whistleblowing law unless your particular case is in the public interest. Such grievances should be reported under the Elevate Complaints and Appeals Policy. For assistance and advice regarding personal grievances, you may contact the Advisory, Conciliation and Arbitration Service (Acas) at <https://www.gov.uk/pay-and-work-rights>.

Reporting Concerns as a Whistle-blower

To raise a concern as a whistle-blower, please follow these steps:

a. Put your concern in writing, providing as much detail as possible. b. Send your written concern to the Managing Director Melanie Feek, our designated Whistleblowing Officer, at info@elevate-epa.co.uk.

Please ensure that your report includes relevant information, such as the date, time, location, individuals involved, and any supporting evidence or documentation.

Protection for Whistle-blowers

Elevate is committed to safeguarding the confidentiality of whistle-blowers to the extent allowed by law. We will not tolerate any retaliation or adverse treatment against individuals who report concerns in good faith. Whistle-blowers are protected by law and have the right to remain anonymous if they wish.

Investigation and Follow-up

Upon receipt of a whistleblowing report, Elevate will conduct a thorough and impartial investigation. We will take appropriate action to address the concerns raised and, where necessary, implement corrective measures. The progress and outcome of the investigation will be communicated to the whistle-blower, subject to confidentiality constraints.

Policy Review

This Whistleblowing Policy was last updated in September 2023. It will be reviewed annually and as legislation requires to ensure its effectiveness and compliance with relevant laws and regulations.

Elevate is committed to fostering a culture of openness, accountability, and ethical conduct. We encourage all employees and stakeholders to report concerns in the public interest, as this helps us maintain the highest standards of integrity and compliance in all our activities. Your commitment to upholding these principles is greatly valued by the organisation.

For any questions, concerns, or additional information regarding this policy, please contact info@elevate-epa.co.uk.