

AQUATIC CONTROL ENGINEERING LTD

Document Title: Whistleblowing Policy

Aquatic Control Engineering Ltd

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Whistleblowing policy

- ACE's response
 - Within 10 working days of a concern being reported, a senior member of staff will contact the individual raising the concern. Once this happens, an initial discussion will take place to express the concern and provide any supporting evidence (listed above).
 - This will not always be led by original contact whom which the concern was raised to, it may be passed on to a more relevant member of the management team, e.g. a Health and Safety related concern will be led by the Health & Safety manager.
 - In most cases an investigation will need to be conducted. Following an investigation, providing there are no legal constraints, the individual will be informed of the outcome of the investigation, and if deemed relevant, kept informed throughout the process of resolving the concern.
 - The individual may be contacted post the initial discussion to provide additional evidence.

Signed:

A handwritten signature in blue ink, appearing to read 'S. Randall', is written over a light blue horizontal line.

Stephen Randall

Managing Director

Date Reviewed: 29/04/2020

Next Scheduled Review: May 2021