

Whistleblowing Policy

Effective Date: 3rd December 2024

Review Date: 3rd June 2025

1. Purpose

Yorkshire Building Control Ltd is committed to the highest standards of honesty and integrity. This policy aims to provide a clear procedure for employees and others to raise concerns about wrongdoing, ensuring that such concerns are investigated appropriately and that those who raise them are protected from retaliation.

2. Scope

This policy applies to:

- All employees, officers, and directors of Yorkshire Building Control Ltd.
- Contractors, subcontractors, consultants, and suppliers.
- Any individual who works with or for Yorkshire Building Control Ltd.

3. What is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes:

- Criminal offences.
- Failure to comply with legal or regulatory obligations.
- Miscarriages of justice.
- Health and safety dangers.
- Environmental damage.
- Bribery, corruption, or modern slavery concerns.
- Deliberate concealment of any of the above.

This policy is not for personal grievances, which should be raised through the **Grievance Procedure**.

4. Our Commitments

- We will treat all concerns seriously and investigate them promptly.
- We will protect whistleblowers from victimisation, retaliation, or disadvantage for raising genuine concerns.
- We will respect the confidentiality of whistleblowers wherever possible.

5. Reporting a Concern

Concerns can be raised verbally or in writing. You should provide as much detail as possible to help us investigate.

How to report:

- **Line Manager or Supervisor:** In most cases, concerns should be raised with your immediate manager.
- **Senior Management or Compliance Officer:** If you feel unable to raise it with your manager, you can contact:
 - Dale Rhodes – dale.rhodes@yorkshirebc.co.uk – 07811 433 554
- **Confidential Email / Hotline:** dale.rhodes@yorkshirebc.co.uk – 07811 433 554

We encourage you to identify yourself when raising a concern, but anonymous reports will also be considered.

6. How We Will Respond

- We will acknowledge your report within **5 working days**.
- We will assess and, if appropriate, investigate your concern.
- We will provide feedback on the outcome of the investigation, within the limits of confidentiality and the law.
- We will take any necessary action to address the issue and prevent a recurrence.

7. Protection and Support

- Whistleblowers acting in good faith will not be subjected to any retaliation, even if their concerns turn out to be unfounded.
- Any retaliation against a whistleblower will be treated as a disciplinary offence and may result in dismissal.
- If you believe you have suffered retaliation, you should report it under this policy.

8. False or Malicious Allegations

We expect whistleblowers to act in good faith. False or malicious allegations made deliberately will be treated as a serious disciplinary matter.

9. Review and Monitoring

This policy will be reviewed annually or when there are changes to legal or regulatory requirements. We will monitor its effectiveness through:

- The number of concerns raised and how they are resolved.
- Feedback from whistleblowers and other stakeholders.
- Periodic reviews by senior management.

10. Contact Details

Yorkshire Building Control Ltd

5 Clifton Moor Business Village, James Nicholson Link, York, YO30 4XG

www.yorkshirebuildingcontrol.co.uk

ybcyork@yorkshirebc.co.uk / 01904 207 110