



77 Elmers End Road, London, SE20 7UU . Tel: 020 8778 6111 . Fax 0208 778 5060 . Email: [general@ddclimited.com](mailto:general@ddclimited.com)

## **Davies Design and Construction Ltd - Whistleblowing**

### 1. What is whistleblowing

1.1 Whistleblowing encourages and enables employees to raise serious concerns. These concerns may include:

- conduct which is an offence or a breach of law
- disclosure 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 public funds
- possible fraud and corruption
- other unethical conduct

### 2. Who Does this Policy Apply to?

2.1 This policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for the organisation on the premises, for example, agency staff, builders, drivers. It also covers suppliers and those providing services under a contract with the organisation.

### 3. Procedure

3.1 This process provides.

- avenues for you to raise concerns in confidence and receive feedback on any action taken.
- insurance that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied



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4. How To Raise Your Concern

4.1 You should raise concerns either verbally or in writing with the office manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. If you prefer you may raise the issue with any of the DDC Directors. All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. DDC will ensure that you receive a response to your concern and let you know what action is being taken.

X PP R. Khan                      X OFFICE MANAGER  
Signature                                      Job Title

X S. DAVIES                              X 26<sup>TH</sup> MAY 2022  
Name                                              Date