

WHISTLEBLOWING / ESCALATION POLICY

At Mettex, keeping the channels of communication open at all times is essential to the successful feedback of information throughout the Company. This policy emphasises these channels are open to all employees in the event that there is the need to “make a disclosure” or “blow the whistle” on any wrongdoing typically, but not always, observed within the Company. To be covered by the whistleblowing law, located in Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998), the disclosure being made must firstly be in the interest of the public. Secondly the employee must reasonably believe the disclosure displays past, present and future wrongdoing falling into one of the below categories:

- Failure to comply with obligation set out in law.
- Endangering of a person’s health & safety
- Damage to the environment
- Miscarriages of justice
- Criminal offense, for example fraud
- Concealment of any wrongdoing

If an employee feels the need to blow the whistle, this wrong doing can be communicated to a person in management, the Mettex whistle-blower champion or a prescribed person (*Whistleblowing: list of prescribed people and bodies*, can be found at <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>). An employee can keep their confidentiality by making an anonymous disclosure however, they may not receive feedback and any action taken can be limited. If feedback is given, this can be done by making a telephone appointment or using an anonymous email address.

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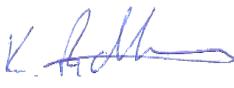
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It should be emphasised that; no evidence needs to be presented when making a disclosure and any victimisation of a whistle-blower is deemed as totally unacceptable by the Company. For further information regarding the procedure, please see “Grievance Procedure” in the Company Contract.

This policy will be communicated to all staff and reviewed at regular intervals and will also be available to the general public on our company website, www.mettex.com

Signed: 

Keith Ridley
Director

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