

Mosspark Group

Standard Operating Procedure

Whistleblowing Policy

1. Introduction

This whistleblowing policy is established to provide a framework for employees to report any concerns about unethical behaviour, misconduct, or illegal activities within the Mosspark Group of Companies.

2. Scope

This policy applies to all employees, contractors, suppliers and other stakeholders associated with the Mosspark Group of Companies.

3. Reporting Mechanism

Employees are encouraged to report concerns to their immediate supervisor. If for any reason this is not possible or appropriate, individuals may use alternative reporting channels such as email or anonymous call.

4. Confidentiality

All reports will be treated with the utmost confidentiality. Only individuals involved in the investigation will have access to the information provided.

5. Protection Against Retaliation

The Mosspark Group of Companies is committed to protecting whistleblowers from any form of retaliation. Retaliation against individuals who report concerns in good faith is strictly prohibited and will result in disciplinary action.

6. Investigation Process

Upon receiving a report, the Mosspark Group of Companies will promptly and thoroughly investigate the concerns raised. The investigation will be concluded impartially, and findings will be reported to the appropriate authorities if necessary.

7. False Reporting

Deliberate false reporting with malicious intent may result in disciplinary action up to and including termination.

8. Communication and Training

The Mossspark Group of Companies will communicate this policy to all employees and provide training on the whistleblowing process to ensure understanding and compliance.

9. Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and relevance. Updates will be made as necessary.

10. Contacts

For whistleblowing concerns, please contact Clare Nardone (HR Manager) on 01387252887 ext 233 or you can email humanresources@mossspark.org.uk