



# Whistleblowing Policy

## Introduction

At GR Electrical Services, we expect our colleagues to speak up and report any suspected wrongdoing, breaches of the law, or internal policies. While concerns at work are often easily resolved, serious issues—such as unlawful conduct, financial malpractice, risks to health and safety, environmental hazards, unethical third-party dealings, unauthorised disclosure of information, theft, or violations of policies (e.g. drugs and alcohol)—can be more difficult to raise.

You may be hesitant to speak up due to uncertainty, fear of disloyalty, or thinking it's not your business. You may also worry about raising concerns in the wrong way or with the wrong person.

We are committed to operating with passion, integrity, and excellence. This policy supports a culture where it is both safe and encouraged to speak up. It outlines how to raise genuine concerns and ensures that they are handled appropriately.

You are encouraged to report a concern early, without waiting for proof or attempting to investigate the matter yourself.

**Note:** This policy is meant to assist those who believe they have discovered malpractice. It is not intended for challenging business decisions or re-addressing grievances covered under other procedures like disciplinary, grievance, or harassment.

## Aims of the Policy

- Encourage prompt reporting of suspected wrongdoing
- Provide clear guidance on how to raise concerns
- Reassure employees that genuine concerns raised in good faith are protected
- Outline procedures for reporting, investigating, and addressing wrongdoing

## What is “Speaking Up”?

Speaking up means disclosing concerns related to suspected wrongdoing or risks at work. Examples include:

- Criminal activity (e.g. fraud, theft, bribery, corruption)
- Breach of legal or regulatory obligations
- Miscarriages of justice
- Health and safety risks
- Environmental damage
- Abuse of authority or position
- Victimisation, harassment, or discrimination
- Breaches of company policies (e.g. conflicts of interest, gifts & hospitality)
- Behaviour damaging to company reputation
- Unauthorised disclosure of confidential information
- Deliberate concealment of any of the above

Anyone with genuine concerns should report them using this policy.





## Safeguards

### Protection

You are protected under this policy if your disclosure is:

- Made in good faith
- Based on a reasonable belief that wrongdoing has occurred
- Reported through the appropriate channels

No protection is offered if this policy is bypassed or if malicious allegations are made. False allegations made deliberately may result in disciplinary or legal action.

### Confidentiality

Your disclosure will be handled confidentially. We will protect your identity as far as legally and practically possible, though it may become necessary to disclose your identity during investigations.

### Personal Grievances

For complaints about your own employment (e.g. unfair treatment), please use the Grievance Procedure (HR745), not this policy.

### Anonymous Allegations

Anonymous concerns are more difficult to investigate but may still be considered, depending on:

- The seriousness of the issue
- The credibility of the concern
- The possibility of verifying the allegations

However, anonymous reports do not receive the same protections as named disclosures.

### Untrue Allegations

If you raise a concern in good faith and it turns out to be incorrect, you will not face any repercussions. Malicious or knowingly false allegations may lead to disciplinary action.

### How to Raise a Concern

You can raise a concern in person, by phone, email, or in writing. Report to one of the following:

- Your Line Manager or Supervisor
- HR Department
- Operations Director
- Managing Director

If these channels are not suitable, you may contact a designated person under this policy:

- J Rawlings
- H Simpson

These individuals can advise on legal implications and internal/external reporting options. If criminal activity is suspected, the police may be contacted. Internal investigations will be managed to avoid interfering with any legal proceedings.





## Investigation & Outcome

Once a concern is raised:

1. An appropriate person will be appointed as investigating officer.
2. A written acknowledgment will be provided promptly.
3. If needed, updates on the progress of the investigation will be shared.
4. A final written report will outline findings and recommended actions.
5. The outcome will be communicated to the complainant (unless confidentiality laws apply).

The Investigating Officer Will:

- Gather full details and clarification of the concern
- Inform the subject of the complaint and their right to representation
- Consider involving company auditors or police if necessary
- Conduct a thorough investigation
- Submit a report to the Managing or Operations Director
- Recommend disciplinary or remedial action where appropriate
- Inform the complainant of outcomes (where appropriate)
- Use findings to review and improve internal procedures

If the complainant is not satisfied with the handling of their concern, they may escalate it to the Managing Director, Operations Director, or a designated person.

If all internal avenues have been exhausted and the concern remains unresolved, the complainant may contact an appropriate prescribed person or body (e.g. Health and Safety Executive). A list of such entities is available at [www.gov.uk](http://www.gov.uk).

## Commitment & Assurance

We are fully committed to this policy. If you raise a genuine concern in good faith, you will not be at risk of losing your job or facing retaliation—even if the concern turns out to be unfounded.

We do not tolerate harassment or victimisation of anyone raising a genuine concern.

We will respect your request for confidentiality, unless disclosure is required by law.

**Please remember:** If you do not provide your identity, it may be harder for us to investigate and support you. While we will consider anonymous concerns, they do not enjoy the full assurances of this policy.

## Approval and Review

This Whistleblowing Policy will be reviewed annually by senior management or the compliance officer to ensure it remains current and effective. The next scheduled review is due in June 2026.

**Dave Storr - Operations Director**  
**GR Electrical Services Ltd**  
**June 2026**

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