



Tom George Surfacing Ltd

Directors: Thomas Penfold & George Das-Friend

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Next Review Date: 23rd May 2025

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Whistle Blowing Policy

This Policy has been drafted with reference to National Highways Sector Scheme 16 (NHSS 16) and our processes and activities are aligned and reviewed against this Scheme.

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within the company requirements.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of our work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the company. 'Whistleblowing' is viewed by us as a positive act that can make a valuable contribution to our efficiency and long-term success. It is not disloyal to colleagues or the company to speak up. We are committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To help achieve these standards it encourages freedom of speech.

If you are considering raising a concern you should read this Policy first. It explains: the type of issues that can be raised, how the person raising a concern will be protected from victimisation and harassment how to raise a concern, and what we will do.

What is the aim of the Policy and when does it apply?

Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within the company without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns within the company rather than ignoring a problem or 'blowing the whistle' outside.

This Policy aims to:

encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
provide avenues for you to raise those concerns and receive feedback on any action taken

ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

2.2. Scope of this Policy

This Policy is intended to enable those who become aware of wrongdoing in the company affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated.

The Whistle Blowing Policy is not intended to replace existing procedures:

If your concern relates to your own treatment as an employee, you should raise it under the existing grievance or harassment procedures

If a client has a concern about services provided to him/her, it should be raised as a complaint to the Company.

Complaints of misconduct by company are dealt with under a separate procedure.

Who can raise a concern under this Policy?

The Policy applies to all employees or contractors working for the company, for example, agency staff, builders and drivers

employees of suppliers

those providing services under a contract or other agreement with the company in their own premises, for example care homes, and

voluntary workers working with the company

* If you are employed in, working with or assisting Nottinghamshire schools there is a specific whistleblowing code for you because of the special relationship that exists with the schools' governing bodies.

What should be reported?

Any serious concerns that you have about service provision or the conduct of officers or members of the company or others acting on behalf of the company that: make you feel uncomfortable in terms of known standards.

We are an equal opportunity employer and this statement details our policy of equality and diversity in recruitment and employment and the manner in which this policy will be implemented and monitored.

Statement of policy

We are committed to a policy of equality of opportunity in its recruitment and employment practices. It is our policy to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objectives and relevant criteria. No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, marital status, nationality ethnic or national origin, colour, creed, disabilities, age within the legal limitations, or because they are lesbians or gay men.

Selection criteria and procedures will be kept under review to ensure that individuals will be selected, promoted and treated on the basis of their abilities, merits and according to the requirements of the job; they will be given equal opportunity to show this ability and, where appropriate, special training to progress within the company.

We will not tolerate discriminatory language or behaviour towards our employees or customers. Acts of discrimination, harassment, bullying or victimisation are disciplinary offences which we will deal with under our disciplinary procedure.

Race or Racial Origin – Shall mean discrimination on grounds of race, colour, nationality, ethnic or national origins.

Persons with Disabilities – Shall mean discrimination against any person who has a disability whether or not this impairs normal functions.

Legislation

We recognise and welcome the Equal Pay Act 1970, The Sex Discrimination Act 1975 (Amended 2003), The Race Relations (Amendment) Act 2003, Human Rights Act 1998, Employment Act 2002, Employment Equality Religion or Belief Regulations 2003, Employment Equality Age Regulations 2006, Equalities Act 2010.

Civil Partnership Act 2005. The Disability Discrimination Act 1995 and the measures for disabled persons and their attempts to provide equal opportunities for all. This policy statement deals only with employment aspects of that legislation.

We will provide all necessary training to ensure that its Managers are familiar with and understand the legislative provision of equal opportunities, and not only direct discrimination, but also indirect discrimination is unlawful.

Both the Equal Opportunities Commission and the Commission for Racial Equality have issued codes of Practice which contain practical guidance to assist in the elimination of discrimination and the promotion of equal opportunity in employment.

Implications of legislation

In respect of race and gender there are laws which provide that an employer is responsible for any act of discrimination by an employee in pursuit, of his/her employment whether or not it was done with the employers' knowledge or approval. In such cases both the employer and employee are liable to the unlawful act. However, it would be a defence for employer to prove that he/she took such steps as were reasonably practical to prevent the employee from committing a discriminatory act. Only the employee would then be considered liable for the unlawful act.

A failure on the part of the employees to observe any provisions of the codes of practice shall not in itself render them liable to any proceedings but such failures will be taken into account in Industrial Tribunal hearings.

It is the duty of all employees to accept this personal responsibility for the practical application of the policy.

We expect all its employees to act at all times in accordance with this equality and diversity policy. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the working environment.

Procedures

All personnel policies and procedures are kept under constant review to ensure that they conform to the equality and diversity policies.

Training

We recognise that training is an essential element in the implementation of its Equality and Diversity Policy. Without the provision of adequate training it will be difficult to ensure that the employees and particularly its managers are in a position to understand and comply fully with the policy.

It is our policy for all employees to undertake induction training in which we make them aware of their responsibilities under the Health and Safety at Work Act, detail our emergency procedures, and correct use of PPE, safe systems of work for their initial job, First Aid arrangements and the role of our supervisors. They are all advised where copies of our Health and Safety Policy are kept and are given a small precise sheet. They are also given a copy of our company rules.

Where employees' jobs change, or new risks are encountered by the introduction of new processes then these individual employees are given further guidance/training.

Advice/Guidance

If employees wish to discuss any employment or employee relations problems arising from alleged or suspected discrimination, they should contact the Managing Director.

The Equality and Diversity Policy Statement will be issued to all full-time and part-time employees. General reminders about the equality and diversity Policy will be issued regularly.

Policy on the Employment of People with Disabilities

To develop a working environment and to offer terms and conditions of service which will enable people with disabilities who have skills and qualifications appropriate to the activities performed in the companies' service to seek and maintain the employment with the company.

Objectives

- (i) To provide equal opportunities for people with disabilities in recruitment promotion and training.
- (ii) To ensure that all staff are aware of the company's policy on the employment of people with disabilities.
- (iii) To ensure that where possible people with disabilities are provided with equipment and facilities to enable them to carry out their duties.
- (iv) To provide a safe working environment for employees with disabilities.
- (v) To ensure that special needs for employers with disabilities, arising directly or indirectly because of their work, are met.

Recruitment

- (a) Every vacancy will be open to suitably qualified people with disabilities giving regard to safety considerations.

Duties and working conditions

The duties and responsibilities of employees will be reviewed periodically in the light of any changes in their condition.

Training

Employees with disabilities will be given full and fair consideration for inclusion in training programmes.

Rehabilitation

If an employee with disabilities is unable to continue carrying out existing duties every effort will be made to find suitable alternative employment. With re-training being provided if necessary.

Responsibility for implementation

The Managing Director will be responsible for the overall implementation, co-ordination and review of the policy.

Monitoring

The Director will continually review procedures and monitor their implementation to ensure that they comply with the Equality and Diversity Policy.