



## Bardic Construction – Whistleblowing Policy

### 1. Purpose

Bardic Construction is committed to the highest standards of openness, honesty, and accountability. We encourage all employees, subcontractors, and others working on our behalf to raise concerns about wrongdoing without fear of reprisal. This policy outlines how individuals can report suspected misconduct or malpractice (i.e. “whistleblowing”) in a safe and confidential manner.

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### 2. Scope

This policy applies to:

- All Bardic Construction employees
  - Contractors, subcontractors, and consultants
  - Agency workers and temporary staff
  - Suppliers and partners
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### 3. What is Whistleblowing?

Whistleblowing is the disclosure of information that relates to suspected wrongdoing or dangers at work. This may include:

- Criminal offences (e.g., fraud, theft, bribery)
- Health and safety risks (e.g., unsafe site practices)
- Environmental damage (e.g., pollution, illegal dumping)
- Breaches of legal obligations
- Misuse of company resources
- Covering up wrongdoing

It does **not** cover personal grievances (e.g., bullying, harassment, or discrimination) unless they relate to a wider issue of public interest. These should be handled via our Grievance Procedure.

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## 4. Raising a Concern

If you become aware of wrongdoing, you should raise the concern as soon as possible via one of the following routes:

### Internally:

- **Line Manager** – first point of contact where appropriate
- **Managing Director** – if the concern involves senior staff or is sensitive  
Email: [Insert contact email]  
Tel: [Insert phone number]

### Externally (if internal reporting is inappropriate or unsafe):

- **Health and Safety Executive (HSE)**
  - **Environment Agency**
  - **Construction Industry Training Board (CITB)**
  - **Protect (formerly Public Concern at Work)** – Tel: 020 3117 2520
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## 5. Confidentiality and Anonymity

All disclosures will be treated with the utmost confidentiality. Reports can be made anonymously, though doing so may limit the ability to investigate fully. Your identity will not be disclosed without your consent, unless legally required.

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## 6. Protection from Retaliation

Bardic Construction will not tolerate any form of victimisation or retaliation against whistleblowers. Any employee or contractor who retaliates against someone for reporting a concern in good faith will face disciplinary action, which could include dismissal or termination of contract.

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## 7. Investigation Process

Upon receiving a disclosure, Bardic Construction will:

1. Acknowledge the concern within 5 working days
2. Assess whether it falls under this policy
3. Appoint a person to investigate the issue fairly and objectively
4. Take appropriate corrective action, if required
5. Provide feedback to the whistleblower (where possible)

## 8. Malicious or Vexatious Reports

Concerns raised in good faith are always welcome. However, deliberately false or malicious allegations may result in disciplinary action.

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## 9. Review and Communication

This policy will be reviewed annually and communicated to all staff during induction and toolbox talks. Copies are available on request and in the staff handbook.

Review date: 5<sup>th</sup> February 2025

Next Review due: February 2026

Reviewed by: Richard Oliver