**Ashford Business Services Ltd**

# Whistleblowing Policy

Ashford Business Services Ltd

Effective date: 9 November 2026 · Review date: 9 November 2026

## 1. Purpose

We encourage everyone to speak up about wrongdoing. This policy explains how to raise a concern, what happens next, and the protection you receive.

## 2. What to report

- Criminal offences or fraud
- Health and safety dangers
- Environmental damage
- Miscarriages of justice
- Breaches of legal or regulatory duties
- Deliberate cover-ups of any of the above

## 3. How to raise a concern

1. First: speak to your line manager / HR.
2. If that is not appropriate: contact 01632 960 123.
3. You may raise concerns in writing, by phone, or in person. Anonymous reports are accepted but harder to investigate.
4. External routes: regulator / legal advice if internal routes fail or the matter is urgent.

## 4. What happens next

- We acknowledge your report within 5 working days.
- An impartial person investigates; you are kept informed of progress.
- Outcomes are recorded. You receive feedback where possible.

## 5. Protection

You will not suffer detriment, dismissal or retaliation for raising a genuine concern - even if it turns out to be mistaken. Malicious false reports are treated as misconduct.

## 6. Confidentiality

Your identity is kept confidential as far as the investigation allows. We only disclose it with your consent or where the law requires it.

Note: whistleblower protection law differs by country. Check the law that applies to you and have this policy reviewed locally before adopting it.