01708 252 759
info@la-construction.co.uk
la-construction.co.uk

Principles of this WHISTLE-BLOWER Policy

The principles that determine this policy are to:

- Enable LA Construction Ltd (LAC) to act quickly against any potential malpractice to ensure it always conducts its business with the highest standards of integrity and honesty.
- Provide a framework to encourage individuals to inform us of concerns about malpractice so that this can be treated very seriously.
- Embed the understanding that we expect all our employees to maintain the same standards in everything they do.
- Commit those concerns raised of malpractice can be done without fear of discrimination or reprisal.
- Ensure that all disclosures are investigated and dealt with promptly and consistently.
- Ensure the Public Interest Disclosure Act 1998 is applied in all cases.

This policy applies to all employees, agency workers and self-employed contractors. This policy does not form part of your contract of employment and may be amended or withdrawn at any time.

Definition of Malpractice

Malpractice can cover a variety of situations, some examples of which are:

- A criminal offence that has been, is being or is likely to be committed
- A failure or prospective failure to comply with any legal obligation
- A miscarriage of justice that has occurred, is occurring or is likely to occur
- The endangerment or prospective endangerment of an individual's health and safety
- Damage or prospective damage to the environment
- Incidents of discrimination or abuse of an employee or client
- Any other form of improper conduct
- Information relating to any of the above has been, is being or is likely to be deliberately concealed.

Informal Procedure

Some concerns of malpractice can quickly be resolved informally in discussion with your people manager or practice leader.
We encourage you to raise concerns as early as practicably possible and seek resolution in this way.

Formal Procedure

If it is not possible to resolve your concerns informally or if you consider the matter is too serious to be handled informally, you can follow the formal procedure.

You should email your concerns to jess@la-construction.co.uk with ‘WHISTLEBLOWING' included in the email title. A member of the Whistleblowing team will contact you to acknowledge receipt of your concerns and give guidance on next steps. To help ensure your concerns are addressed as soon as possible please provide as much information as possible as missing or inaccurate information can lead to a delay.

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For your concerns to be reviewed, it is important the following information is supplied:

- Your full name and department
- Date
- A summary of your concerns
- Details of any witnesses or supporting evidence
- Details of steps you have taken to resolve this matter informally

Dependent upon the nature of the matters raised, your concerns may be escalated to any of the following:

- Managing Director
- Business Development Director
- Support Services Manager
- Office Manager
- Compliance Manager

Protection in Disclosure

- LAC commits that no individual who makes a report under the procedure will be subjected to any detriment as a result, in accordance with the Employments Rights Act 1996.
- If a person believes they are being subjected to a detriment by any other person within LA Construction Ltd because of their decision to disclose, they must inform their manager. For further advice, employees can contact “Protect” who are a whistleblowing charity 020 3117 2520. https://protect-advice.org.uk/contact-protect-advice-line/
- If any person tries to discourage another employee from coming forward to express a concern or criticises or victimises him or her after a concern has been raised, he or she may be subject to formal disciplinary action.
- We will do everything possible to maintain confidentiality. However, there may be circumstances where the information may need to be discussed or disclosed to third parties, including other employees of LA Construction Ltd, in order that the information may be properly investigated or as part of any disciplinary or criminal proceedings.
- Individuals qualify for whistle blower protection provided the disclosures made have a connection to the wider public interest.

Failure to Follow This Policy

- should you publicly raise your concern without following this policy, other than in exceptional circumstances, this may constitute very serious misconduct and will be dealt with in accordance with the disciplinary procedure
- LA Construction Ltd reserves the right to pursue an employee for damages, if appropriate.

This Policy shall be reviewed on an annual basis as a minimum to reflect any changes in legislation.

Reviewed By: L Ahluwalia **Position**: Managing Director