7th September 2026

REFERENCE: P - 015

Wallace Groundwork’s Ltd

Policy

WHISTLE-BLOWER POLICY

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

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1. General Statement of Intent

We are committed to maintaining the highest standards of ethics, transparency, and accountability in all aspects of our operations. We recognise the importance of providing a safe and supportive environment for our employees to raise concerns and report any suspected wrongdoing without fear of retaliation. Therefore, we have established this Whistle-blower Policy to encourage and protect those who come forward with information about potential violations of laws, regulations, company policies, or unethical behaviour.

Our intent is to foster a culture that promotes integrity, openness, and the responsible handling of concerns. We are dedicated to investigating all reports made in good faith, taking appropriate action when necessary, and ensuring the confidentiality of those involved to the fullest extent possible within the law.

Through this policy, we aim to:

1. Encourage Reporting: Encourage employees, contractors, suppliers, and other stakeholders to promptly report any concerns they may have regarding actual or potential misconduct, fraud, safety issues or unethical behaviour observed within the company.
2. Provide Protection: Ensure that whistle-blowers are protected from any form of retaliation, victimisation, or adverse treatment as a result of their disclosure. We are committed to maintaining strict confidentiality, to the extent permitted by law, and taking necessary measures to safeguard the identity of whistle-blowers.
3. Investigate Thoroughly: Conduct timely and impartial investigations into all reports, ensuring that appropriate steps are taken to gather evidence, evaluate the validity of claims, and determine the necessary actions to address any wrongdoing.
4. Take Corrective Actions: Promptly address substantiated allegations of misconduct by initiating appropriate corrective actions, which may include disciplinary measures, policy enhancements, process improvements, or engagement with relevant authorities.
5. Provide Support and Guidance: Offer guidance and support to whistle-blowers throughout the reporting process, including access to appropriate resources and assistance in understanding their rights and protections under this policy.
6. Promote Awareness: Continuously educate employees and stakeholders about the Whistle-blower Policy, its purpose, procedures, and the importance of reporting concerns, ensuring that everyone understands their roles and responsibilities in upholding ethical standards.

By establishing this Whistle-blower Policy, we emphasize our commitment to maintaining an ethical and accountable workplace where wrongdoing can be addressed, and integrity is upheld. We encourage all employees and stakeholders to

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familiarise themselves with this policy and to utilise the reporting mechanisms provided to help us in our shared goal of maintaining the highest ethical standards within our organisation.

Author	Nicola Parker
Author Job Role/Position	General Manager
Author Signature	
Signature Date	7th September 2026

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2. Responsibilities

The functions of the company are designated to the following persons accordingly.

Responsibility	Contact Name	Contact Details
Whistle-blower policy implementation	Nicola Parker	01246 957197 n.parker@wallacegroundworks.com

3. Arrangements

3.1. Incident Reporting & Whistleblowing

What is whistle-blowing?

Whistleblowing refers to the act of reporting concerns or wrongdoing within an organisation, typically to someone in a position of authority or through designated channels. It involves speaking out about unethical behaviour, misconduct, fraud, violations of laws or regulations, or other activities that could potentially harm individuals or the organisation as a whole. Individuals may want to raise issues around:-

- Health & Safety
- Environmental Practices
- Quality Issues
- Bribery & corruption
- Tax evasion matters
- Equality & discrimination issues
- Bullying & harassment
- Breaches of other company policies

Whistle-blowers play a crucial role in promoting transparency, accountability, and the overall integrity of an organisation. Their actions can help uncover and address wrongdoing, prevent harm, and foster a culture of ethics and compliance.

Our stance on whistle-blowing?

By establishing this Whistle-blower Policy, we emphasise our commitment to maintaining an ethical and accountable workplace where wrongdoing can be addressed, and integrity is upheld. We encourage all employees and stakeholders to familiarise themselves with this policy and to utilise the reporting mechanisms provided to help us in our shared goal of maintaining the highest ethical standards within our organisation.

If you become aware of any suspected misconduct, fraud, unethical behaviour, or violations of the company policies, it is important to gather all relevant information and facts related to the concern and report it. If you feel comfortable, you may discuss the concern with your immediate supervisor or manager. They are responsible for addressing employee

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concerns and will guide you through the reporting process.

If your concern involves your supervisor or manager, or if you prefer not to approach them directly, you can contact the Human Resources department or Senior Management. They will handle your report confidentially and ensure appropriate action is taken.

Alternatively, you can make use of our confidential whistle-blower process. This confidential reporting procedure allows individuals to report suspicions, concerns, or incidents against company policies. Any individual can contact the company on our main contact number and request to "***Report a serious matter anonymously***", from here this call will be taken by a senior member of staff who will record all information without the caller being asked for identifying details.

The company strictly prohibits retaliation against individuals who report concerns in good faith. We are committed to protecting whistle-blowers from any form of adverse action, including harassment, discrimination, or reprisals. If you experience any retaliation following the reporting of a concern, please inform senior management immediately.

Following any report or concern, we will conduct a thorough and impartial investigation. The appropriate department or team will review the information provided, gather additional evidence if necessary, and take appropriate action to address the concern.

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I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**

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Name	**Job Role / Position**	**Signature**	**Date**

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