



TSA

WHISTLEBLOWING & RAISING CONCERNS POLICY

Temporary Staffing Agency TSA Limited is committed to ensuring employees, Contractors and Agency Workers can raise matters of concern without suffering any discrimination, victimisation, disadvantage, or detriment for doing so.

Our Whistleblowing Policy is designed to promote a culture of freedom, honesty, and openness by encouraging employees, Contractors and Agency Workers to report any concerns relating to malpractice, wrongdoing, bribery, corruption, dangerous or illegal activity in the workplace internally (rather than having to go to an external organisation to do so), so allowing the company to take early action to resolve the problem before it escalates.

The policy provides a clear procedure for reporting improper actions and omissions of colleagues which may cause harm to either people or the organisation itself without suffering detriment or reprisals of any type for making the disclosure.

You do not need to have proof of wrongdoing or malpractice to make an internal report, and you are encouraged to share any concerns that you may have in confidence, particularly if they are unsure whether to raise a concern or not.

Any instruction to cover up wrongdoing is itself a disciplinary offence and if you are told not to raise or pursue any concern, even by a person in authority you should not agree to remain silent and should report the matter to your Temporary Staffing Agency TSA Limited Consultant.

If you make a disclosure, you are protected under the Public Interest Disclosure Act. Your disclosure will be treated confidentially, and you will be supported and protected from reprisals (including dismissal, detriment and victimisation), however should the matter be sufficiently serious we may need to disclose your identity with your permission if we require to do so to resolve the issue or if we are ordered to do so by law. If the issue cannot be dealt with internally, you can also disclose it to appropriate regulatory body.

Our consultants are trained to deal with whistleblowing and will report back to the employee, Contractor or Agency Worker who raised the issue with details relating to progress, actions and outcomes.

How to Make a Whistleblowing Disclosure

The disclosure should include details of:

- The background and history of the concern.
- The nature of the suspected wrongdoing.
- The individual suspected of carrying out the wrongdoing.

Registered Office

Kingswood
Bassetsbury Lane
High Wycombe HP11 1QX



Where possible, the disclosure should be made in writing.

Our consultant or Manager will investigate the Whistle-blower's concern and will take the appropriate action to resolve the issue and prevent recurrence, escalating it if appropriate. We also have the following obligations:

- To log details of the disclosure and subsequent actions.
- To undertake further enquiries / investigation as necessary (which may include subsequent disciplinary action or referral to the police or other agencies as necessary).
- To report back to the Whistle-blower about the outcome of any enquiry and any remedial action the company proposes to take.
- To protect the Whistle-blower from victimisation, harassment, bullying or any sort of detriment for making a disclosure in accordance with this procedure.
- If requested to do so by the Whistle-blower, to treat the disclosure confidentially and not to disclose their name or position unless required to do so by law or unless it is impossible to resolve the concern without revealing the Whistle-blower's identity.

If suspicions are not confirmed by an investigation, the matter will be closed, and the employee, Contractor or Agency Worker will not be treated any differently for raising the concern. Their confidentiality will continue to be protected.

Escalation

The Whistle-blower may make a wider disclosure if they fear victimisation or if they believe that there is a cover up. Such escalation should be made to the proper authority which includes:

- HM Revenue & Customs.
- The Financial Conduct Authority (formerly the Financial Services Authority).
- The Competition & Markets Authority.
- The Health & Safety Executive.
- The Care Quality Commission.
- The Environment Agency.
- The Independent Policy Complaints Commission.
- The Serious Fraud Office.
- The Care Inspectorate
- The RQIA
- Local Safeguarding Bodies
- Office of the National Freedom To Speak Up Guardian

In most cases, the Whistle-blower would be required to have followed the above internal procedure before making a wider disclosure.