

## WHISTLE BLOWER POLICY

The disclosure of relevant information is governed by the Protected Disclosures Act, 2014 which protects employees who volunteer information regarding possible improprieties in matters of financial reporting, removal of Company property and other mal-practices at the earliest opportunity.

This policy is designed to ensure employees can raise concerns without fear of suffering retribution and provides a confidential process and procedure for dealing with concerns.

The Company confirms that it conducts its business in compliance with all statutory legalisation. Our employees, customers, agency workers and agents are assured of our commitment to proper fiduciary, environmental, safety, equality, employment laws obligations and observance.

To this end the Company have an open door policy where you are invited to enquire, at any reasonable time during working hours, about our compliance to the above commitments. It is our desire to encourage disclosure and engagement with all our staff and customers.

If for any reason an employee has any concerns whatsoever, the employee is required to bring their concerns to the attention of the Company's Compliance /Quality Officer or a Director.

The Company welcomes reasonable notice from its employees, agency staff, customers or agent of their concerns, which will assist in our compliance regarding any wrongdoing or possible fraud, crime, danger or risk of noncompliance.

Examples of such actions may include but are not limited to:

- Commission of an offence which has occurred, is occurring or is likely to occur;
- Failure to comply with any legal obligation (other than one arising under the employee's contract of employment);
- Miscarriage of justice;
- Any breaches of Health and Safety rules and regulations;
- Misuse of public money;
- Gross mismanagement by public body;
- Damage to the environment;
- Destruction or concealment of information relating to any of the above.



## THE PROCEDURE

In the event of an employee has any concerns, the employee should:

Raise the matter verbally or in writing with the Compliance/Quality Officer or a Director.

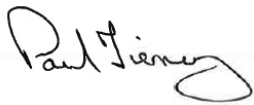
Employees will be informed of who is handling the complaint, how they can make contact with them and if there is any further assistance required.

The employee's identity will not be disclosed without prior consent. Where the Company is unable to resolve the issue without the disclosure of the employee's identity, the employee concerned will be given support and guidance of procedures.

Where a complaint has not been dealt with within a reasonable period of time, the employee may raise their concerns to a third party.

There shall be no penalisation of any kind against any employee, agency worker, customer or agent for raising any concerns. Unless the claim is found to be vexatious or false, the employee will be subject to disciplinary action.

This policy is endorsed by the Company's Directors, who recognise that implementation of this policy is paramount to the success of the business and takes responsibility for implementation of the policy.



**Paul Tierney, Managing Director**

**Date: 7<sup>th</sup> January 2020**

