

AARK DISPLAY LIMITED

WHISTLEBLOWING POLICY

1. DEFINITION

Whistleblowing is the term used when a worker passes on information concerning any form of wrongdoing. In this guidance, we call that “making a disclosure” or “blowing the whistle”. The wrongdoing will typically (although not necessarily) be something they have witnessed at work.

To be covered ‘whistleblowing’ Law (located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998) a worker must have reasonable belief in two things;

- They are acting in public interest (the purpose of this policy is not to handle personal grievances)
- Disclosure tends to show past, present or likely future wrongdoing falling into one or more of the following categories:
 - criminal offences (this may include, for example, types of financial impropriety such as fraud or theft)
 - failure to comply with an obligation set out in law
 - miscarriages of justice
 - endangering of someone’s health, safety or well being
 - damage to the environment
 - covering up wrongdoing in the above categories

2. GENERAL PRINCIPLE

Aark Display Ltd aim is to create and maintain an open, transparent, protective, and safe working environment.

We appreciate that employees are valuable observers of the workplace. This policy, and subsequent implementation is in place in order to train, support and control any issues and to be able to respond and resolve quickly.

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3. IMPLEMENTATION

To allow the Whistleblowing action to be anonymous, rather than via direct contact a box is located in the office kitchen, where an observation/comment can be made confidentially as there are many times when other members of staff are not present in this area.

Aark Display Ltd will treat **ALL** disclosures seriously and consistently with an objective to providing feedback to any disclosure within a 72-hour period. A disclosure will be dealt with in the strictest confidence and will have no reflection on position held at Aark Display Ltd.

If the nature of the disclosure requires it, access to mentoring, advice and/or counselling will be offered.

Review of the disclosure to be discussed and a summary of the meeting will be kept for record purposes and copy provided to the 'whistleblower' if their identity is provided. The Employee representative can be present at any meeting unless requested otherwise by the 'whistleblower'.

SUMMARY

Aark Display Limited has a duty of care to all colleagues and commits to provide support and training around this policy

Signature: _____

Name: _____

Date: _____

Policy reviewed 20th April 2025

