

Whistleblowing Policy

Taylor and Fraser Ltd always take the issue of whistleblowing very seriously. As an essential element of risk management, it can be used as a key tool in tackling fraud and crime. In addition to there being a duty for us to investigate a disclosure, a worker who has made a protected disclosure under the whistleblowing legislation has the right not to suffer detriment or to be dismissed as a result. Any dismissal related to whistleblowing is classed as automatically unfair.

Whistleblowing can be helpful to Taylor and Fraser Ltd as it enables management to react to a problem before it spirals out of control.

If a worker suffers a detriment because of making a protected disclosure, for example by being subjected to less favourable treatment such as not receiving a promotion, the worker may also make a claim to an employment tribunal. Managers must therefore neither dismiss an employee nor allow any worker to suffer a detriment or have their contract terminated because they have made a protected disclosure in good faith.

Workers are encouraged to raise concerns as soon as possible through one of the following channels:

- their Line Manager
- the HR Manager
- a Director of the Company

Concerns may also be raised anonymously to the HR Department; however, this may make it more difficult for the Company to investigate the matter fully. Workers are encouraged to raise concerns internally in the first instance where possible. If the worker feels unable to raise the matter through these channels, they may raise the concern with an appropriate external body or regulator recognised under whistleblowing legislation.

For a disclosure to qualify for protection under whistleblowing legislation, the worker must reasonably believe that the disclosure is made in public interest. A protected disclosure may relate to concerns that, in the reasonable belief of the worker, show that one or more of the following has occurred, is occurring, or is likely to occur:

- a criminal offence
- a breach of a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment
- the deliberate concealment of any of the above matters
- serious misconduct within the workplace, including sexual harassment.

A claim for detriment following whistleblowing can be based on any form of victimisation, including:

- Disciplinary action
- The denial of a work-related benefit
- Denial of a promotion
- Being demoted or transferred to less interesting work
- Verbal or physical abuse at work by management or colleagues
- Any form of bullying or harassment, including sexual harassment (from April 2026)
- Being forced to work excessive overtime

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In all cases of whistleblowing, managers should always consider that:

- Taylor and Fraser Ltd are committed to preventing and eliminating all forms of malpractice and wrongdoing within the business.
- Any worker who makes a disclosure of wrongdoing or malpractice in good faith will be treated with respect and will be afforded protection against victimisation or any other form of detriment.
- Any worker who victimises a whistleblower will be subject to the Company's disciplinary procedure.
- Any matters raised under the whistleblowing policy will be treated very seriously.
- Any matter raised under the whistleblowing policy will be promptly and thoroughly investigated by an appropriate person of authority.
- The whistleblower's identity will, where possible, be kept confidential if requested. However, there may be circumstances where the Company is required to disclose this information as part of a formal investigation or legal obligation. In such cases, the worker will be informed where appropriate.
- Any worker who wilfully makes false allegations against another worker will be subject to the Company's disciplinary procedure.
- Any worker who, in good faith, makes allegations that turn out to be unfounded (i.e. a genuine mistake), will not be penalised by the Company.

This policy will be reviewed periodically to ensure it remains compliant with current employment legislation and best practice.

Name: Andrew Norris

Position: Managing Director

Signed: 

Date: 03.09.2026

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