



WADE

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Whistleblowing Policy

John Wade Groundworks Ltd
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Approved By: John Wade, Managing Director

Note: Reissued under new version control system. Previous version dates not recorded.

Whistleblowing Policy

What is whistleblowing?

John Wade Groundworks Ltd is committed to fostering an open and honest environment whereby any suspicion of misconduct, illegal acts or failure to act is reported. In this policy this is known as whistleblowing. As a whistleblower you are protected by law and will not be treated unfairly or lose your job.

This Policy aims to encourage employees who have serious concerns about any aspect of John Wade Groundworks Ltd's work or its employees to come forward and raise those concerns.

'Whistleblowing' is viewed positively by John Wade Groundworks Ltd to ensure long term success, efficiency and the maintenance of quality standards. To help achieve the highest standards, freedom of speech is encouraged.

Who does this policy apply to?

The Policy applies to all:

- employees of John Wade Groundworks Ltd
- employees of subcontractors working for John Wade Groundworks Ltd
- employees of suppliers

What should be reported?

Any serious concerns that you have about services provided, the conduct of employees of John Wade Groundworks Ltd or others acting on behalf of John Wade Groundworks Ltd should be reported. These may include:

- actions that are not in keeping with John Wade Groundworks Ltd's policies;
- actions that fall below established standards of practice; or
- improper behaviour.

These might include, but are not limited to:

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- possible fraud and corruption
- other unethical conduct.

Does a whistleblower have legal rights?

This policy has been written in accordance with the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions.

The Act makes it unlawful for John Wade Groundworks Ltd to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

In some instances, a case might arise where it is the employee that has participated in the action causing concern. In such a case, John Wade Groundworks Ltd cannot promise not to act against such an employee, however, the fact that they came forward may be considered.

Harassment or victimisation of a whistleblower

John Wade Groundworks Ltd is committed to good practice and support of employees.

John Wade Groundworks Ltd will not tolerate any harassment or victimisation of a whistleblower. If a concern is raised in good faith, appropriate action will be taken to protect you from any harassment or victimisation. If reasonable steps taken to protect you fail, any harassment or victimisation will be dealt with as a serious disciplinary offence.

You will be offered full support throughout the process of reporting your concerns and any ensuing investigation.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if requested. Following the investigation, it may not be possible to act as a result of your disclosure without your testimony and revealing your identity. If you agree to this, you will be offered advice and support.

You can 'whistleblow' anonymously, if so desired. However, it will be much more difficult for us to offer protection and support. You are encouraged to put your name to your allegation whenever possible.

Concerns expressed anonymously are less powerful but may still be considered at the discretion of John Wade Groundworks Ltd.

Untrue allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, the County Council will recognise your concern and you have nothing to fear.

Allegations made in good faith, that are debunked following an investigation, will not lead to repercussions for the individual raising the concern. If, however, an allegation is made maliciously or for personal gain, appropriate disciplinary action may be taken.

Raising a concern

You may raise your concern by telephone, in person or in writing.

You should normally raise concerns with:

- your line manager
- your Director on 01254 820 330

The earlier you express your concern, the easier it is to investigate and to take action.

The following information will be required:

- the nature of your concern and your reasons for believing it to be true;
- some evidence that you have a genuine concern of wrongdoing or malpractice;
- the history of the concern including relevant dates.

You may invite your trade union, professional association representative or a friend to be present for support during any meetings or interviews in connection with the concerns you have raised.

How will John Wade Groundworks Ltd respond?

John Wade Groundworks Ltd will respond to your concerns as quickly as possible. Investigating concerns is not the same as accepting or rejecting them.

Where appropriate, the matters raised may:

- be investigated by management or through the disciplinary process
- be referred to the police

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T: 01254 820330
E: team@wadegroup.org



Signed:

A handwritten signature in black ink, appearing to read "JJ Wade", is centered on a light gray rectangular background.

John J Wade
MEng (Hons)/ SMSTS
Director
Dated 01.10.2025

I, the undersigned, confirm I have read and understand the company's policy on whistleblowing.

Signed:.....

Name:.....

Date:.....

Revision History

Version	Date	Description of Change	Author	Approved By
1.0	01.10.2025	Reissued under new version control system. Previous revision dates unknown.	J. Wade	J. Wade