



Whistleblowing Policy and Procedure.

1. Policy Statement.

1.1 Whistleblowing is the action someone takes to report wrongdoing at work that affects others. For example, the workforce or it could affect the public. Legally this is known as 'making a disclosure in the public interest'. The Grievance policy and procedure should be used for Personal complaints.

1.2 The purpose of this policy is to encourage employees, contractors, and other stakeholders to report concerns about unethical, illegal, or improper conduct within South Coast Port Services Ltd, It aims to promote transparency, accountability, and a safe environment for whistleblowers.

1.3 This policy applies to all employees, contractors, consultants, suppliers, and other stakeholders associated with [Organization Name].

1.4 The company is committed to maintaining the highest standards of integrity and ethical conduct. Whistleblowing is encouraged and protected by law, and any reports of misconduct will be taken seriously and investigated appropriately.

2. Definitions.

- Whistleblower: Any individual who reports concerns about misconduct, wrongdoing, or illegal activities.
- Misconduct: Includes fraud, corruption, harassment, abuse, safety violations, or any breach of laws or company policies.
- Protected Disclosure: A report made in good faith concerning suspected misconduct, which is protected by law from retaliation.

3. Principles.

- 3.1 Confidentiality: All reports will be treated with strict confidentiality and anonymity where possible.
- Protection: Whistleblowers will be protected from retaliation, victimization, or unfair treatment.
 - Impartiality: All reports will be investigated objectively and fairly.
 - Non-retaliation: Retaliation against whistleblowers is prohibited and will be subject to disciplinary action.

4. Reporting Procedures.

Step 1 - Identifying the misconduct.

Step 2 - Filing the report through the whistleblower complaint process.

Step 3 - Participating in the investigation and resolution process.

5. How to Report.

- In person: Approach your supervisor, manager, or designated compliance officer.
- In writing: Submit a detailed report via email, letter, or the company dedicated whistleblowing platform. confidential.reporting@southcoastportservices.co.uk
- Anonymous reporting: confidential.reporting@southcoastportservices.co.uk respecting the company's confidentiality policies.

- The company has an open door policy across every division of the business and at head office, and welcome anyone who would like to come in and speak to someone independently and with confidence of confidentiality.

6. Information to Include:

- Details of the suspected misconduct (nature, date, location).
- Names of individuals involved.
- Evidence or supporting documents.
- Any steps already taken to address the issue.

7. Investigation Process.

Step 1 - Receipt of Report: All reports will be acknowledged promptly.

Step 2 - Assessment: The concern will be assessed to determine the need for investigation.

Step 3 - Investigation: An impartial investigation will be conducted, maintaining confidentiality.

Step 4 - Outcome: Findings will be documented, and appropriate action will be taken if misconduct is confirmed.

Step 5 - Feedback: The whistleblower will be informed of the outcome, respecting confidentiality constraints.

8. Protection and Support.

- Whistleblowers will be protected from retaliation, victimization, or adverse employment consequences.
- Support may include use of the company's external employee Assistance counselling service
- Whistleblowers are encouraged to report concerns without fear of reprisal.

9. Confidentiality and Anonymity.

- Every effort will be made to keep reports confidential.
- Whistleblowers may choose to remain anonymous; however, this may limit the ability to follow up or investigate fully.

10. Retaliation Prohibition.

- Any form of retaliation against a whistleblower is strictly prohibited and will be met with disciplinary action, up to and including termination.

11. Summary.

11.1 Any acts of dishonesty or misuse of this policy will be deemed as gross misconduct and managed under the company's disciplinary policy and procedures.

11.2 This policy will be reviewed annually or as needed to ensure effectiveness and compliance with legal requirements.