



## Whistleblowing Policy

### 1. Purpose

This policy sets out how Olney Garages Limited employees and workers can raise concerns about wrongdoing in a safe and confidential manner. It ensures compliance with the Public Interest Disclosure Act 1998 (PIDA) and promotes a culture of openness, integrity, and accountability.

### 2. Scope

This policy applies to all employees, workers, contractors, agency staff, and consultants. It covers concerns raised in the public interest about suspected wrongdoing within the organisation.

### 3. What is Whistleblowing?

Whistleblowing involves reporting concerns about serious wrongdoing, including but not limited to:

- Criminal offences
- Failure to comply with legal obligations
- Miscarriages of justice
- Health and safety risks
- Environmental damage
- Bribery, fraud, or financial misconduct
- Deliberate concealment of any of the above

Personal grievances (e.g. bullying or harassment) should be raised through the Grievance Policy unless they also involve public interest concerns.

### 4. How to Raise a Concern

Concerns should be raised as soon as possible through one of the following channels:

- Department manager/supervisor
- HR Accounts
- Managing Director
- Owner

Reports can be made verbally or in writing and should include as much detail as possible.



## **5. Confidentiality and Anonymity**

All concerns will be treated confidentially. Anonymous disclosures are accepted but may be harder to investigate. The organisation will make every effort to protect the identity of the whistleblower.

## **6. Protection from Detriment**

No individual will suffer retaliation, dismissal, or detriment for raising a genuine concern in good faith, even if it is not substantiated. Any retaliation will be treated as a disciplinary offence.

## **7. Investigation Process**

- All concerns will be assessed promptly
- An appropriate investigation will be carried out
- The whistleblower may be contacted for further information
- Outcomes will be communicated where appropriate, subject to confidentiality

## **8. False Allegations**

Deliberately making false or malicious allegations may result in disciplinary action.

## **9. External Disclosures**

If a concern cannot be resolved internally, individuals may report to prescribed external bodies (e.g. regulators) in line with UK law. Independent advice can be sought before doing so.

## **10. Review**

This policy will be reviewed regularly to ensure it remains effective and compliant with legal requirements.