



Envoy & Partners Limited

Policy on Disclosing Information (Whistleblowing)

1. ABOUT THIS POLICY

1.1 Envoy & Partners Limited and its subsidiaries (the '**Company**') are committed to conducting its business with honesty and integrity and the Company expects all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

1.2 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

1.3 This policy does not form part of any employee's contract of employment and the Company may amend it at any time.

2. WHAT IS WHISTLEBLOWING?

2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to the Company's activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3. HOW TO RAISE A CONCERN

3.1 The Company hopes that in many cases you will be able to raise any concerns with your line manager. However, where you prefer not to raise it with your manager for any reason, you should contact the Whistleblowing Officer (Andrew Matheson). Contact details are at the end of this policy.

3.2 The Company will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. CONFIDENTIALITY

4.1 The Company hopes that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, the Company will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. EXTERNAL DISCLOSURES

5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. The Company strongly encourages you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.



6. PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

6.1 The Company aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately. If the matter is not remedied you should raise it formally using the Company's grievance procedures.

6.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

6.4 However, if the Company concludes that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

6.5 Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

7. CONTACTS

Whistleblowing Officer	Andrew Matheson +44 (0) 7809 - 696387 andrew.matheson@envoygroup.com
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

7. STATEMENT

7.1 This policy on disclosing information is authorised by the Board of Directors of Envoy & Partners Limited. It is the Board's expectation that this policy is fully adhered to. Where this may not be possible, any deviation from these standards should be clearly documented and authorised by the Board.

Signed on behalf of the Board of Directors of the Company:

A handwritten signature in black ink, appearing to be "AM", written over a light grey horizontal line.

Andrew Matheson
Director
Envoy & Partners Limited