



The Directors of Northfield Construction Ltd encourages workers to use this procedure if there are any concerns about any wrongdoing at work.

Overview

Whistle blowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. A worker can report things that are not right, are illegal or if anyone at work is neglecting their duties, including:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- the company is not obeying the law (like not having the right insurance)
- covering up wrongdoing

How to 'blow the whistle'

The way a worker can 'blow the whistle' on wrongdoing depends on whether they feel they can tell their employer. If they feel they can, they should contact their Line Manager or a Director about the issue they want to report. If they cannot tell their employer, they should contact a prescribed person or body (HSE-Environmental Health etc.). A worker can only tell the prescribed person or body if they think their employer:

- will cover it up
- would treat them unfairly if they complained
- has not sorted it out and they've already told them

The Directors of Northfield Construction Ltd will monitor and review the operation of this policy on an annual basis to endeavour that it remains relevant and appropriate to the company and will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for inspection by all employees and other interested parties.



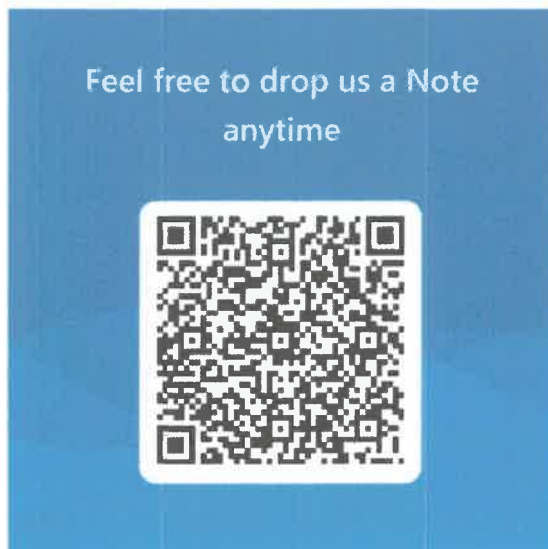
Northfield Construction Ltd have introduced a reporting system to proactively help improve practices for Quality, Safety, Health & Sustainability.

A Note can be anything to help improve practices for Quality, Safety, Health & Sustainability;

- Anything which has the potential to cause harm, ill health or damage - known as hazards
- Near misses or unsafe work
- Quality of work, Suggestions, Complaints, or something that doesn't quite look right

It's really important to tell managers or supervisors about Hazards, unsafe work or near misses immediately - Take action & tell us what you did!

Notes are anonymous unless you choose to tell us your details



Scan the above QR code

Or Email: Note@northfield.uk.com

Signed

Date:

1-8-24

S. Dean
Company Director