



## UKTV WHISTLEBLOWING POLICY

### Introduction

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. Whilst we pride ourselves on a culture whereby colleagues act with professionalism and integrity, we recognise that in very rare circumstances, this may not always be the case.

This policy provides guidance for colleagues to raise certain serious concerns relating to UKTV with someone in confidence. It is not intended to be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases you should use the UKTV Grievance Procedure.

Any concerns raised under this policy will be treated sensitively.

### Whistleblowing procedure

Examples of concerns that could be raised under this policy include:

- a criminal offence
- fraud
- a failure to comply with a legal obligation or regulatory requirements
- someone's health, safety and wellbeing being put at risk
- damage to the environment
- bribery
- deliberate concealment of information relating to any of the above

If you have a concern relating to any of the above, the procedure is as follows:-

1. You should raise it first with your line manager either verbally or in writing. If you feel unable to raise the matter through your line manager, you should contact the HR team or the Company Secretary. You can raise your concerns anonymously or request that you remain anonymous. If you have raised your concerns anonymously or asked to remain anonymous, they will be investigated as thoroughly as possible by HR or an appropriate manager. The extent of this investigation will depend on the detail of the information you provided.
2. If you have **not** raised your concerns anonymously, will arrange a meeting with you as soon as possible.

This meeting may cover:-

- how we propose to deal with the concern, including, if appropriate, how it will be investigated.
- who is handling the case
- whether your further assistance may be needed; you may also be asked for more details on your concern and why you believe it needs to be addressed
- if you have any personal interests surrounding your concern
- if it is more appropriate for you to use the grievance procedure
- whether a written summary of your concern will be required and how it will be handled and how records of this will be kept

**Please contact a member of the UKTV Human Resources Team if you require any further help or advice regarding this policy. This policy is not part of any employee's contract of employment and is not intended to be contractually binding.**

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You should note that the investigator may not be able to tell you the precise action being taken where this would infringe a duty of confidence owed to someone else, however, the process will be as open as possible.

### Confidentiality

If you raise concerns, you are encouraged to reveal your identity so that you can be asked for further information if necessary. However, provided sufficient detail has been given, anonymous reports will not be ignored and will be acted upon as fully as possible.

You can request for your identity to be treated in confidence and this will be respected. However, please be aware that remaining anonymous may hinder any potential investigation. You should also be aware that action taken as a result of your report may require your identity to be revealed in certain limited circumstances, for example in legal or disciplinary proceedings.

Please be aware that false or malicious allegations will be dealt with in accordance with our disciplinary procedure and may constitute gross misconduct.

No-one should suffer detrimental treatment as a result of raising a genuine whistleblowing concern. If you believe that you have suffered any such treatment, you should inform HR.