



Kernock Park Plants Ltd  
Pillaton, Saltash  
Cornwall, PL12 6RY

Tel: +44 (0) 1579 350561  
Fax: +44 (0) 1579 351151

Email: [info@kernock.co.uk](mailto:info@kernock.co.uk)  
Web: [www.kernock.co.uk](http://www.kernock.co.uk)

## Whistleblowing Policy

Reviewed: 28 November 2024

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards in accordance with our rules of conduct. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of this policy are:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate.
- To reassure staff that their confidentiality will be respected.
- To provide staff with guidance as to how to raise those concerns; and
- To reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

This policy takes account of the Whistle-blowing Arrangements Code of Practice issued by the British Standards Institute and Public Concern at Work.

### WHAT IS WHISTLE-BLOWING?

“Whistle-blowing” is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation, or regulatory requirements;
- financial fraud or mismanagement;
- negligence;
- breach of our internal policies and procedures;
- conduct likely to damage our reputation;
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters.

A “Whistle-blower” is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a “Whistle-blowing Concern”) you should report it under this policy.

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work, unless your complaint also amounts to an allegation that someone is failing in their legal obligations. In those cases you should use the *Grievance Procedure* or *Bullying & Harrasment Procedure* as appropriate.

If you are uncertain whether something is within the scope of this policy you should seek advice from the Whistle-blowing Officer, whose contact details are at the end of this policy.

Raising a whistle-blowing concern: we hope that in many cases you will be able to raise any concerns with your supervisor/Manager . You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases they may refer the matter to the Whistle-blowing Officer.

However, where the matter is more serious, or you feel that your supervisor/Manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact one of the following:

- The Whistle-blowing Officer, who is also the Senior ICT & Operations Manager
- The Managing Director – Mr Bruce Harnett
- Proprietor – Mr Richard Harnett

Contact details are set out at the end of this policy.

We 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. We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

## CONFIDENTIALITY

We hope that staff will feel able to voice whistle-blowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible and have been made in good faith. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the Whistle-blowing Officer or one of the other contact points listed at the end of this procedure and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt you can seek advice from Public Concern at Work, an independent whistle-blowing charity which offers a confidential helpline. Details are at the end of this policy.

External disclosures: 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. However 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. It will very rarely if ever be appropriate to alert the media.

We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistle-blowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Details at the end of this policy.

Whistle-blowing concerns usually relate to the conduct of our staff, but they may sometimes relate to the actions of a third party, such as a customer, supplier, contractor or service provider. The law allows you to raise a concern in good faith with a third party, where you reasonably believe it relates mainly to their actions or something that is legally their responsibility. However, we encourage you to report such concerns internally first. You may wish to contact your supervisor/Manager or one of the other individuals set out at the end of this policy, for guidance.

## INVESTIGATION AND OUTCOME

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information. In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation, but sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistleblower has made false allegations maliciously, in bad faith or with a view to personal gain, they will face disciplinary action.

## IF YOU ARE NOT SATISFIED

While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy you can help us to achieve this.

If you are not happy with the way in which your concern has been handled, you can raise it with one of the other key contacts, listed at the end of this policy. You may also contact our external auditors, whose contact details are set out at the end of this policy.

## PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

it is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support staff who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Whistle-blowing Officer immediately. If the matter is not remedied you should raise it formally using our *Grievance Procedure*.

Staff must not threaten or retaliate against whistle-blowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

## CONTACTS

### **Whistle-blowing Officer**

Mr. J. Coope

julian@kernock.co.uk

### **Managing Director**

Mr. B. Harnett

bruce@kernock.co.uk

### **Protect, Speak Up, Stop Harm**

<https://protect-advice.org.uk/>

020 3117 2520