

WHISTLEBLOWING POLICY



M.E.A.T (Ipswich) Limited

Prepared by: Hannah Gooby – Business Development Manager & Safeguarding Officer
Status & review cycle: Annual
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Review date: April 2027

1. Purpose of the Policy

At MEAT Ipswich Ltd, we are committed to maintaining the highest standards of honesty, integrity, and accountability. This whistleblowing policy is designed to encourage employees and other stakeholders to report suspected wrongdoing in good faith and to provide clear guidance on how concerns will be handled.

We are committed to ensuring that individuals raising concerns are protected from retaliation or victimisation, in compliance with the Public Interest Disclosure Act 1998 (PIDA).

2. Scope

This policy applies to all employees, contractors, agency workers, suppliers, and other stakeholders who may wish to report concerns.

Examples of reportable concerns include but are not limited to:

- Criminal activities (e.g., fraud, theft, bribery).



- Breaches of legal or regulatory obligations.
- Health and safety risks.
- Environmental damage.
- Misuse of company resources.
- Cover-ups of any of the above.

3. Reporting Procedure

We encourage concerns to be raised as early as possible. If you have a genuine concern, please follow these steps:

3.1 Internal Reporting

You can raise your concerns through any of the following channels:

1. Director/Manager
2. Designated Email Address: admin@meatipswich.co.uk

When raising a concern, please provide as much detail as possible, including:

- A description of the concern.
- Relevant dates and locations.
- Names of people involved (if known).
- Any supporting evidence.

3.2 External Reporting

If you feel that internal reporting channels are inappropriate or have not resolved your concern, you can report to:

- Board of Governors
- Regulatory Authorities (e.g., Financial Conduct Authority, Health and Safety Executive).
- Whistleblowing Charities, such as Protect www.protect-advice.org.uk (<https://www.protect-advice.org.uk>) or call 020 3117 2520.

4. Confidentiality

We will treat all disclosures made under this policy with strict confidentiality, as far as possible. Your identity will not be disclosed without your explicit consent unless required by law.

5. Protection Against Retaliation

We are committed to protecting whistleblowers from retaliation, harassment, or victimisation as a result of raising concerns. Any individual found to have retaliated against a whistleblower will face disciplinary action, up to and including dismissal.

6. Investigation Process

- a. Acknowledgment: We will acknowledge receipt of your concern within [e.g., 5 business days].
- b. Initial Assessment: A preliminary review will determine if a full investigation is required.



- c. Investigation: The investigation will be carried out by a designated team or external specialists, if necessary.
- d. Outcome: We will inform you of the outcome of the investigation, where appropriate, while maintaining confidentiality.

7. Responsibilities

- Managing Director: Promote a culture of openness and accountability.
- Managers: Act as a first point of contact and escalate concerns appropriately.
- Employees and Stakeholders: Raise concerns in good faith and provide as much information as possible.

8. Training and Awareness

This policy will be communicated to all employees during induction and through regular training sessions. Copies of this policy are available in the office (printed and electronic).

9. Monitoring and Review

The effectiveness of this policy will be reviewed annually or as required to ensure compliance with legal standards and best practices.

10. Further Support

If you have any questions or need further advice about this policy, please contact Jane Dale.

Signed:

JANE DALE

Managing Director.

Reviewed: April 2026

To be Reviewed: April 2027