



Note that their policy covers both Service Ceilings Limited t/a SCL Interiors & SCL Interiors (London) Limited

Introduction

Service Ceilings Limited is committed to high standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of Service Ceilings Limited's operations to come forward and voice those concerns without fear of victimisation, subsequent discrimination or disadvantage.

Purpose

This Whistle-blowing Policy is intended to encourage and enable staff and others to raise serious concerns within Service Ceilings Limited rather than overlooking a problem or blowing the whistle outside.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This Whistle-blowing Policy is intended to cover concerns that fall outside the scope of other procedures. Your concerns may be about something that:

- is unlawful; or
- is against our policies; or
- falls below established standards or practice; or
- relates to unethical practices, such as modern slavery; or
- amounts to bribery, corruption, fraud, tax evasion or improper conduct.

Scope

The policy applies to all employees, workers, agents, contractors, sub-contractors, suppliers (at any tier of the supply chain), business partners and customers of Service Ceilings Limited.

Safeguards

Harassment or Victimisation

Service Ceilings Limited recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. Service Ceilings Limited will not tolerate harassment or victimisation and will do what it lawfully can to protect you when you raise a genuine concern.

Confidentiality Service Ceilings Limited will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

Anonymous Allegations

Service Ceilings Limited cannot act on anonymous allegations as by their nature they cannot be investigated fairly or credibly.

Untrue Allegations

If you make an allegation you reasonably believe to be true, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make allegations you do not



reasonably believe to be true, an investigation will take place to determine whether disciplinary or other action is taken against you.

How to Raise a Concern

Employees:

You should normally raise concerns with your immediate manager or their superior. However, if you believe that this is inappropriate as a result of the seriousness and sensitivity of the issues involved, you should raise your concern with the Service Ceilings Limited's preferred Solicitor.

The concern should be raised in writing, setting out the background and history of the concern, giving names, dates and places where possible, and the reasons why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can telephone or meet the appropriate person above.

How Service Ceilings Limited Will Respond

If you raise a concern, the action taken by Service Ceilings Limited will depend on the nature of the concern and initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Within ten working days of a concern being received by Service Ceilings Limited, we will write to you acknowledging that the concern has been received and setting out the proposed course of action to be taken.

The Responsible Officer

Service Ceilings Limited preferred Solicitor maintains a record of concerns raised and the outcomes and will report as necessary to Service Ceilings Limited. If you request it, the preferred Solicitor will do what they lawfully can to protect your identity but you should realise that they may be obliged to disclose it internally to the Managing Director or externally to the Police, the External Auditor or the Courts.

Signed: .....

Date: 7/8/23.....

Name: A. Kwame.....

Position: Director.....