

WHISTLEBLOWING POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd is committed to the highest standards of honesty, safety and legal compliance. The Company encourages every member of staff to speak up about wrongdoing, and guarantees that anyone who raises a genuine concern will be protected from dismissal, disciplinary action, victimisation or any other detriment as a result, in accordance with the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996.

2 SCOPE

- 2.1 This policy applies to all directors, employees, workers, consultants and sub-contractors of the Company ("staff") at every location where the Company works, including client premises, occupied homes and construction sites.
- 2.2 This policy covers concerns about wrongdoing in the public interest, including: criminal offences; danger to the health and safety of any person, including unsafe electrical work, falsified certificates or test results; failure to comply with a legal obligation; bribery, fraud or financial impropriety; damage to the environment; and deliberate concealment of any of these. Personal grievances are dealt with under the Disciplinary and Grievance Policy instead.

3 HOW TO RAISE A CONCERN

- 3.1 Concerns should be raised with the Managing Director, Shaye Grant, in person, by telephone on 01626 374 059, or by email to info@grantselectricalsolutions.co.uk, marked confidential. Where the concern involves the Managing Director, it may be raised directly with the Company's external accountant or legal adviser, or with the relevant regulator under clause 5.1.
- 3.2 Concerns may be raised anonymously and will still be assessed and investigated so far as possible, although the Company may be limited in its ability to investigate or provide feedback.

4 HOW THE COMPANY RESPONDS

- 4.1 Every concern is acknowledged within 3 Business Days, assessed, and investigated proportionately and confidentially by the Managing Director or an appropriate independent person. The whistleblower is informed of the outcome so far as confidentiality and law allow, normally within 20 Business Days.
- 4.2 The identity of a whistleblower is kept confidential wherever possible and is disclosed only where required by law or essential to the investigation, and then only with prior notice to the whistleblower wherever practicable.

5 EXTERNAL DISCLOSURES

- 5.1 Staff are encouraged to raise concerns internally first, but are entitled to make a protected disclosure to a relevant prescribed body, including the Health and Safety Executive, the Environment Agency, HMRC, the ICO, or the Company's registration bodies (NICEIC and NAPIT), where they reasonably believe it appropriate.

6 PROTECTION

- 6.1 Any harassment, victimisation or retaliation against a whistleblower by any member of staff is a serious disciplinary offence and will be treated as gross misconduct. A whistleblower who raises a concern honestly is protected even if the concern is not upheld; a person who knowingly raises a false and malicious allegation is not, and may face disciplinary action.

7 REVIEW

- 7.1 This policy is reviewed at least annually by the Managing Director and additionally following any incident, change in legislation, or change in the business, with changes recorded in the version history and reissued to all staff.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026