

Alan Baybutt & Sons		Whistle Blowing Procedure	
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Whistle Blowing Procedure.

As a company we are committed to the highest standards of openness and accountability. As part of this commitment, we have put in place a whistle blowing policy whereby members of staff or the can report any issues covering.

Product

- Safety
- Integrity
- Quality
- Legality

If is our general policy that should a member of staff feel we are producing a product where any of the above are an issue, then as a first port of call it should be addressed with their line. If in the event they feel they cannot or do not to do this the staff can phone an external company, we employ record any such issues. The external company will be required to hold all reports in a confidential manner so the person reporting the issue is anonymous to our company.

At no point will an action be taken against any member of staff for reporting a non-malicious concern relating to product safety, quality legality of integrity.

All concerns can be reported.

By phoning Navex Global on 08000 869 129 and informing them of the issues of concern.

If any reports are received from Expolink it will be reported to senior managers. Senior managers will ensure there will be a record of the concern that was raised. A investigated will be completed to find weather the concern is valid or not and corrective action taken where required. A record of the investigation and corrective action where completed will re retained for future reference.