

Whistleblowing Policy - **Swallow Hill Homes Limited**

1. Policy Statement

Swallow Hill Homes Limited is committed to the highest standards of openness, integrity, and accountability. We encourage all employees, subcontractors, and business partners to come forward and report any concerns regarding malpractice, illegal acts, or unethical conduct. We believe that a "speak up" culture is essential for maintaining safety and quality on our sites. We guarantee that anyone who raises a genuine concern in good faith will be protected from any form of victimization, harassment, or retaliation.

2. Scope

This policy applies to all staff, directors, subcontractors, and agency workers. It covers serious concerns regarding:

- Criminal offenses (e.g., fraud, theft, bribery).
- Failure to comply with legal obligations (e.g., health and safety regulations, building standards).
- Danger to health and safety of any individual (e.g., unsafe working practices).
- Damage to the environment.
- Deliberate concealment of any of the above.

3. How to Raise a Concern

We aim to make the reporting process as simple and safe as possible:

- **Internal Reporting:** In the first instance, concerns should be reported directly to the Director, Rob Bailey.
- **Confidentiality:** Every effort will be made to keep your identity confidential, unless required by law.
- **Anonymity:** While we encourage open communication, we accept that individuals may wish to remain anonymous. We will investigate anonymous reports, though it is often easier to resolve issues if the reporter can be contacted for further information.

4. Our Commitment to You

If you raise a concern:

- **Acknowledgment:** We will acknowledge your report within 5 working days.
- **Investigation:** We will conduct an objective and thorough investigation into the matter.
- **Feedback:** We will inform you of the outcome of the investigation, or explain the reason why further action cannot be taken, to the extent that confidentiality allows.
- **Protection:** You will not suffer any detrimental treatment (such as disciplinary action, demotion, or termination of contract) for raising a genuine concern, even if it later proves to be mistaken.



Swallow Hill Homes Limited

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5. False Reporting

This policy is intended to prevent malpractice. While we protect those who report concerns in good faith, maliciously making false or vexatious allegations will be treated as a serious disciplinary matter.

6. External Reporting

If you feel that reporting internally is not appropriate or if you have already raised a concern and are unsatisfied with the outcome, you may contact the relevant regulatory body (e.g., the Health and Safety Executive or the ICO) or use the charity [link removed], which provides free confidential advice to workers who have concerns about wrongdoing at work.

Signed: *R Bailey* (Director)

Date: 27/7/2026