

Whistle Blowing Policy:

1.0 Summary

1. Introduction

Building Control Surveyors Ltd. is committed to maintaining the highest standards of honesty, openness, and accountability. We recognise the valuable role that whistleblowing can play in detection and prevention of malpractice, and we encourage all employees to raise concerns about any aspect of our work that may seem unethical, unlawful or not in line with our organizational standards.

2. Scope

This policy applies to all employees, contractors, consultants, and any individual associated with Building Control Surveyors Ltd. This policy document is also accessible from our website at www.bcsurv.com

3. Reporting Procedure

Any concerns should be reported immediately to the line manager. If this is not possible or appropriate, concerns should be reported to the Managing Director. Reports can be made anonymously, and all reports will be handled confidentially.

4. Protection and Support for Whistleblowers

It is the policy of Building Control Surveyors Ltd. to protect and support those who raise concerns. Whistleblowers will not be subjected to any form of reprisal or negative treatment as a result of their report.

5. Review of Policy

This policy will be reviewed periodically to ensure it is effective and in line with current legislation and organisational requirements.

By implementing this policy, Building Control Surveyors Ltd. upholds its commitment to operate with integrity, ensuring our adherence to the principles laid out in ISO 9001 : 2015.

Overview for a worker

7. What is a whistleblower

You are a whistleblower if you are a worker and you report certain types of wrongdoing. This will usually be something you have seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

As a whistleblower you are protected by law - you should not be [treated unfairly or lose your job](#) because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

Who is protected by law

You are protected if [you're a worker](#), for example you are:

- an employee, such as a Building Inspector, or a member of our administration team.
- a trainee, such as a student surveyor or administrator at any grade.
- an agency worker, working as a surveyor or administrator.

You can obtain independent advice if you are not sure whether you are protected, for example from [Citizens' Advice](#).

A confidentiality clause or 'gagging clause' in a settlement agreement is not valid if you are a whistleblower which as a company we honour.

Complaints that count as whistleblowing

You are protected by law if you report any of the following:

- a criminal offence, for example fraud
- someone's health and safety is in danger

- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, for example does not have the right insurance, or no insurance.
- you believe someone is covering up wrongdoing

Complaints that do not count as whistleblowing

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your particular case is in the public interest.

Report these under your [employer's grievance policy](#).

Contact the [Advisory, Conciliation and Arbitration Service \(Acas\)](#) for help and advice on resolving a workplace dispute.

8. Who to tell and what to expect

You can tell your employer's senior manager or any statutory Director. You will then be issued with the company's whistleblowing policy, that tells you what to expect if you report your concern to them.

There are other options that you can use to whistleblow, if you do not want to report your concern to your employer, for example you can [get legal advice](#) from a lawyer, or tell a [prescribed person or body](#).

If you tell a prescribed person or body, it must be one that deals with the issue you are raising, for example a disclosure about wrongdoing within our building control organisation can be made to the Construction Industry Council (CICAIR) - <https://www.cicair.org.uk/complaints>, after the 6th April 2024 disclosures can be forwarded to the Health & Safety Executive, Building Safety Regulator [call our Advisory team on 0300 003 1747](#)

Making your claim anonymously or confidentially

You can tell your employer or a prescribed person anonymously but they may not be able to take the claim further if you have not provided all the information they need.

You can give your name but request confidentiality - the senior manager or Director you tell should make every effort to protect your identity.

If you report your concern to the media, in most cases you will lose your whistleblowing law rights.

As an employer we will

- listen to your concern and decide if any action is needed. You may be asked for further information.
- require that you must straight away tell us that you do not want anyone else to know it was you who raised the concern.
- advise you that you do not have a say how your concern is to be dealt with, since we have a common ground policy relating to whistleblowing.
- our senior manager or Director can keep you informed about the action they have taken, but they cannot give you much detail, if they have to keep the confidence of other people.
- our senior manager or Director cannot help you with your relationship with us as your employer.

If you are not satisfied with how we dealt with your concern

Tell someone else (for example a more senior member of staff i.e. The Managing Director or our HR Manager, or the company legal advisor - Solicitor), if you believe your concern was not taken seriously or the wrongdoing is still going on.

9. If you feel that you have been treated unfairly after whistleblowing

You can take a case to an [employment tribunal](#) if you have been treated unfairly because you have blown the whistle.

You can independently get further information from the [Advisory, Conciliation and Arbitration Service \(Acas\)](#), [Citizens' Advice](#), the whistleblowing charity [Protect](#), or currently to the Registrar of the Construction Industry Council.

If you reported your concern anonymously, you may find it harder to argue that your unfair treatment was as a result of your whistleblowing.

You must raise any claim of unfair dismissal within 3 months of your employment ending.

You must notify ACAS if you want to take your case to an employment tribunal.

10.0 Revision and Approval

Rev.	Date	Nature of Changes	Approved By
1	Original release.	Cliff L'Aimable	19.11.2023