

TUTELA GROUP

POLICY DOCUMENT

WHISTLEBLOWING
POLICY



Whistleblowing Policy

1. Purpose and Scope

The Tutela Group is committed to maintaining the highest standards of integrity and ethical conduct in all aspects of our business. This Whistleblowing Policy is designed to encourage and enable employees, contractors, and other stakeholders to raise concerns about any suspected wrongdoing, unethical behavior, or violations of company policies or legal requirements without fear of reprisal. This policy applies to all individuals working on behalf of The Tutela Group, regardless of their role or employment status.

2. Policy Statement

At The Tutela Group, we believe that openness and transparency are essential to achieving our business objectives and maintaining public trust. We are committed to investigating all credible concerns raised in good faith and to taking appropriate remedial action where necessary. Retaliation against any individual who reports a concern in accordance with this policy will not be tolerated.

3. What to Report

Employees and other stakeholders are encouraged to report any concerns regarding, but not limited to:

- Fraud, corruption, or bribery
- Breaches of company policies or procedures
- Health, safety, or environmental risks

- Any other illegal, unethical, or improper conduct

4. Reporting Procedures

Informal Resolution: In the first instance, you are encouraged to discuss your concern with your immediate supervisor or manager if you feel comfortable doing so.

Formal Reporting: If you are not satisfied with the response or prefer not to raise your concern with your supervisor, you may report directly to the designated Whistleblowing Officer or use our dedicated reporting hotline/ email.

Contact Details:

Whistleblowing Officer: Robert Taylor

Email: robert@tutela-group.co.uk

Telephone: 07715 201 959

Reporting Hotline: 0330 043 1012

All reports can be made anonymously. However, providing contact details may facilitate a more thorough investigation.

5. Investigation Process

Acknowledgment: All reports will be acknowledged promptly.

Assessment: The Whistleblowing Officer will assess the information received to determine the appropriate course of action.

Investigation: A thorough and impartial investigation will be conducted, and findings will be documented.

Outcome: Remedial actions will be implemented based on the

investigation's outcomes, and the individual who reported the concern (if known) will be informed of the progress, subject to confidentiality and legal constraints.

fairly and impartially.

All Employees and Stakeholders:

- Report any concerns in good faith and cooperate with any subsequent investigation.

6. Confidentiality and Anonymity

All whistleblowing reports will be handled confidentially. The identity of the whistleblower will be protected to the fullest extent possible, and any information provided will only be disclosed on a strictly need-to-know basis during the investigation process.

7. Protection Against Retaliation

The Tutela Group strictly prohibits retaliation against anyone who raises a concern in good faith. Any employee found to be engaging in retaliation will be subject to disciplinary action, up to and including termination. If you believe you have experienced retaliation, you should report it immediately using the procedures outlined in this policy.

8. Roles and Responsibilities

Senior Management:

- Ensure a supportive culture where whistleblowing is encouraged and valued.
- Allocate appropriate resources to investigate reports and implement remedial actions.

Whistleblowing Officer:

- Act as the primary point of contact for receiving and managing reports.
- Oversee investigations and ensure they are conducted

9. Training and Communication

Regular training on the Whistleblowing Policy will be provided to all employees. The policy will be communicated through the employee handbook, intranet, and other appropriate channels to ensure everyone understands their rights and responsibilities.

10. Review and Revision

This policy will be reviewed periodically to ensure its continued effectiveness and to incorporate any changes in legislation or business practices. Any revisions will be communicated to all employees and stakeholders.

By fostering a culture of transparency and accountability, The Tutela Group reaffirms its commitment to ethical practices and the well-being of its employees and stakeholders. We encourage all individuals to speak up if they have any concerns, confident in the knowledge that their reports will be taken seriously and managed with the utmost integrity.

Issue Date: 17/11/25

Issued By: Robert Taylor

Position: Managing Director

Review Date: 17/11/26

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