

ABL 1Touch
Whistleblowing policy

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About this policy

We are committed to conducting our business with honesty and integrity and we expect all employees to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

How to raise a concern

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact the Whistleblowing Officer Susan Grobbelaar, Chief Financial Officer or the Chief Executive Officer Director, Tony Lawman. Contact details are at the end of this policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a work colleague or Trade union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. ABL 1 Touch operates a confidential helpline. Their contact details are at the end of this policy.

Protection and support for whistleblowers

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform Susan Grobbelaar, Chief

Financial Officer or your HR Representative immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

Individuals must not threaten or retaliate against whistleblowers in any way. If any employee is involved in such conduct, they may be subject to disciplinary action.

However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

ABL 1 Touch operates a confidential helpline. Their contact details are at the end of this policy.

Contacts

Whistleblowing Officer	Susan Grobbelaar, Chief Financial Officer Sgrobbelaar@abl1touch.com 07443 302 117
Chief Executive Officer	Tony Lawman Tlawman@abl1touch.com 07740 825 278
Safecall Independent Whistleblowing Organisation	Helpline: 0800 915 1571 Website: File a Report - Safecall Ltd

APPENDIX - WHISTLEBLOWING REPORT FORM

Reports under the Whistleblowing policy can be made verbally or in writing and they may be made anonymously or include the reporter's identity.

To make a report in writing (either anonymously or including your identity) please complete this form, in as much detail as possible, and send to our Whistleblowing Officer.

Type of conduct (ie what was said or done?)	
Individual(s)/department(s)/team(s) involved	
Frequency of occurrence	
Date(s) of occurrence	
Place(s) of occurrence	
Do you have direct knowledge of the matter being reported? Yes/No If no, how did you become aware of it?	
Do you know if anyone else is aware of the matter being reported? Yes/No If yes, please identify them and detail how they became aware	
Does the matter being reported affect you or your work? Yes/No If yes, please describe how	
Additional information/further comments	
Your signature, name and contact details OPTIONAL	