

Whistleblowing - Speak Up!

At everplay, we are committed to conducting our business with honesty and integrity and we expect all employees to maintain high and principled standards. Any suspected wrongdoing should be reported as soon as possible, and below you will find details and information about how to raise a concern.

This policy applies to 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?

- Whistle-blowing is the reporting of suspected wrongdoing or dangers in relation to our activities which may be in the public's interest.
- 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

- If you witness or experience dishonest or unethical behaviour, your first port of call should ordinarily be to report your concern to your line manager or a member of the HR team.
- They will arrange a meeting with you as soon as possible to discuss your concern
- If you wish, you may bring a colleague or union representative to any meetings under this policy, provided they respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

- We hope that employees will feel able to voice whistle-blowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate.
- If you raise your concern confidentially to an appropriate member of the company, they will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.
- However, in the event that you do not feel able to raise your concern with your line manager or a member of the HR team, everplay has a service provided by Safecall which offers a professional, independent, external and confidential means for you to report serious concerns.
- You can call Safecall on **0800 915 1571** at any time, or alternatively you can make contact via the web www.safecall.co.uk/report.
- All calls and reports are treated with utmost confidentiality by independent advisors who will, should you wish for whatever reason, not disclose your name to anyone at everplay.
- Please note that Safecall is an additional service and does not replace other company policies and procedures already in place.

External Disclosures

- The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace.
- The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as SafeCall, a regulator or the police for examples.

Protection and support for whistleblowers

- We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- Whistle-blowers 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 a member of the HR department immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.
- You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.
- However, if we conclude that a whistle-blower has made false allegations maliciously, the whistle-blower may be subject to disciplinary action.

Speak Up



If you have a serious concern over wrongdoing at work:

Report it to your line manager or HR
Speak to a senior manager, or
Contact Safecall

Find a list of freephone numbers at:

www.safecall.co.uk/freephone

or report on line at:

www.safecall.co.uk/report

All calls are treated confidentially by Safecall and you may remain anonymous if you wish.

