



Palmstead Nurseries Ltd Whistleblowing Policy Statement

1. Policy Statement

- 1.1. This policy encourages staff to raise concerns within Palmstead Nurseries Limited (PNL), recognising their legal right to make protected disclosures under the Public Interest Disclosure Act 1998 and subsequent legislation.
- 1.2. PNL is committed to promoting a transparent and open culture where employees can raise concerns at the earliest opportunity.
- 1.3. We are committed to addressing any fraud, misconduct, or wrongdoing, and all such matters will be thoroughly investigated and dealt with.
- 1.4. Employees are encouraged to use internal reporting mechanisms for malpractice or illegal acts, and serious concerns will be listened to and investigated.
- 1.5. Training will be provided to managers to handle raised concerns consistently and fairly.
- 1.6. New employees, supervisors, and managers will receive induction and refresher training to ensure awareness of this policy.
- 1.7. The policy will be promoted within the workplace, with copies available in offices and via the intranet.
- 1.8. Employees will be protected from harassment or victimisation for raising concerns.

2. Definitions and Scope

- 2.1. This policy applies to all staff, including temporary, casual, agency workers, volunteers, and contractors.
- 2.2. Whistleblowing is defined as passing on information about wrongdoing, with a reasonable belief that it is in the public interest.
- 2.3. Examples of wrongdoing include criminal offences, breaches of legal obligations, health and safety risks, environmental damage, or deliberate concealment of such matters.



- 2.4. Staff do not need to have proof but must have a reasonable belief of wrongdoing.
- 2.5. Whistleblowers are protected from dismissal or detriment.

3. Roles and Responsibilities

- 3.1. Senior management is accountable for the policy and procedure, ensuring commitment to an open culture.
- 3.2. Line managers should promote awareness of the policy, investigate concerns, and ensure whistleblowers are not subjected to detriment.
- 3.3. Designated officers are responsible for supporting managers and ensuring effective policy implementation.
- 3.4. Trade union representatives will support staff and assist in policy review and improvement.