

Whistleblowing Policy

Employees may, in properly carrying out their duties, have access to, or encounter, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing or making use of, in any form whatsoever, such confidential information. However, the law allows employees to make a protected disclosure of certain information. In order to be protected a disclosure must relate to a specific subject matter (listed below) and the disclosure must also be made in an appropriate way.

If in the course of employment, an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use the Company's Disclosure Procedure set out below:

- That a criminal offence has been committed; is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be, endangered.
- That the environment, has been, is being, or is likely to be, damaged.
- That information tending to show any of the above is being, or is likely to be, deliberately concealed.
- That members of staff or learners are exposed to extreme views and / or in danger of becoming radicalised (Prevent Duty)

Disclosure Procedure

Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to his Manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the Manager, the employee should speak to the CEO, DCEO or Chairman of the Directors.

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this Procedure. However, failure to follow this Procedure may result in disclosed information losing its `protected status. For further guidance in relation to this matter or concerning the use of the Disclosure Procedure generally, employees should speak in confidence to the CEO, DCEO or Chairman of the Directors.

POLICY REVIEW

S&B Automotive Academy review their policies and a procedure on an annual basis and the next review is scheduled for:

- 01 January 2024