
CGSTPOL008 – WHISTLEBLOWING POLICY

Introduction

Cenergist (the Company) is committed to the highest standards of openness, probity and accountability. In line with that commitment, the Company recognises that an important aspect of accountability and transparency is a mechanism to enable employees to voice concerns internally in a responsible and effective manner when they discover information which they believe shows serious malpractice in a reasonable and effective manner.

This policy is fundamental to the Company's integrity, it reinforces the value the Company places on employees to be honest and respected members of their individual professions. It provides a method of properly addressing bona fide concerns that individuals within the company might have, while also offering whistle-blowers protection from victimisation, harassment or disciplinary proceedings.

This policy is intended to assist employees who believe they have discovered malpractice or impropriety and to protect employees from victimisation and reprisal should they 'blow the whistle' in good faith. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have been investigated under the harassment, grievance or disciplinary policies and procedures.

Who does this policy apply to?

This policy applies to everyone who carries out work for the Company:

- All employees;
- Contractors and sub-contractors;
- Agency staff;
- Consultants; and
- Work experience or other trainees.

Principles

Whistleblowing is the popular term used when an employee has a concern about danger or illegality that has a public interest aspect to it: usually because it threatens others (e.g. customers, colleagues or the public).

A grievance is, by contrast, a dispute about the employee's own employment position and has no additional public interest dimension. The Cenergist Grievance Policy and Procedure should be used to resolve an employee's concern that does not have a public interest aspect to it. Employees and or Consultants should in the first instance consider consulting their line manager. If uncomfortable with raising the matter through the Company's normal reporting channels or with their human resources contact, they may want to seek assistance from this whistleblowing policy.

It is important to note that the whistleblowing policy should not be used to reconsider any matters which have already been addressed under grievance, disciplinary or other procedures.

This policy will apply in cases where employees genuinely and in good faith believe that one or more of the following has occurred, is occurring or is likely to occur:

- a criminal offence;
- a failure to comply with a legal obligation;
- a miscarriage of justice;
- the endangering of an individual's health and safety;

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- damage of the environment; and
 - deliberate concealing of information tending to show any of the above

It is not necessary that employees prove the breach or failure they are alleging has occurred or is likely to occur, but may simply raise reasonable suspicion.

All allegations must be brought in good faith. If it is discovered during the course of a whistleblowing procedure that the allegation has been raised maliciously, disciplinary action may be taken against the complainant. If an employee makes an allegation in good faith, which is not confirmed by a subsequent investigation, no action will be taken against that employee.

Due to the varied nature of potential allegations, which may involve internal investigations and/or external bodies, it is not always possible to give precise timescales. However, an investigating manager will be appointed and will ensure that the investigations are undertaken as expeditiously as possible without affecting the quality and depth of the investigation.

Cenergist will not tolerate harassment or victimisation and will take action to protect employees when they raise a concern in good faith. The Company will treat any harassment or victimisation as a serious disciplinary offence to be dealt with under the Cenergist Disciplinary Policy and Procedure.

Cenergist will treat all disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigations. Employees should be aware that sometimes the investigatory process reveals the source of disclosure and the employee making the disclosure may need to provide a statement as part of the evidence required, for example, if police involvement is required.

Cenergist encourages employees to put their name to any disclosure they make. Concerns expressed anonymously are not automatically disregarded but may be considered at the discretion of the board of directors. In exercising this discretion, the factors to be taken into account will include:

- the seriousness of the issues raised; and
- the likelihood of confirming evidence for the allegation from reliable sources.

Cenergist recognises the lawful rights of employees to make disclosures to prescribed persons such as Health & Safety Executive or, where justified, elsewhere.

Responsibilities of employees

Employees are responsible for:

- raising their concerns in writing as soon as they have a reasonable suspicion
- providing a full account and evidence for their concerns; and
- raising concerns in good faith and maintain confidentiality regarding their concerns.

Responsibilities of Human Resources

Human Resources are responsible for:

- providing advice and support to employees and investigating managers involved in the whistleblowing procedure;
- assisting in the appointment of a suitable investigating manager;

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- investigating any allegations of harassment or victimisation experienced by the complainant; and
 - reviewing this policy annually and specifically when there are changes to legislation.

Responsibilities of the investigating manager

The Investigating Manager is responsible for:

- sending a written acknowledgment of the concern to the complainant;
- ensuring the employee is aware and understands the whistleblowing policy and procedure;
- protecting the identity of the employee, where possible;
- ensuring the investigations are undertaken as expeditiously as possible without affecting the quality and depth of the investigation;
- reporting to the complainant in writing of the outcome of the investigation and the action that is proposed (excluding the outcome of any disciplinary process arising); and
- keeping the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

Signed		Date	02 January 2019
Name	Mitesh Dhanak	Position	Managing Director