

HUMAN RESOURCE POLICY & PROCEDURE

MALPRACTICE REPORTING



Introduction

It is our aim to develop and maintain a culture of openness. Furthermore, it is in all of our interests to ensure that malpractice does not occur. It is therefore imperative that you raise any concerns that you may have about suspected malpractice within M J Gleeson Group plc, its subsidiary and associated companies and other ventures (Gleeson).

This Policy and the associated Procedure covers the airing of any concerns that you may have about suspected malpractice within Gleeson and is intended to conform to the guidance set out in the Public Interest Disclosure Act 1998 (the PIDA). The PIDA encourages you to raise concerns internally.

Policy

This Policy applies to all employees, secondees, external consultants, contractors, sub-contractors and agency personnel whom we engage.

Malpractice occurs when an area of the company or a team or an individual engages in an activity that is wrong and includes (but is not confined to) conduct likely to prejudice the standing of Gleeson, breaches of internal rules and regulations, criminal offences or breaches of civil law (including fraud and theft), endangerment of the health and safety of any person, environmental damage and the deliberate concealment of any malpractice.

A qualifying disclosure under the PIDA is one which, in the reasonable belief of the party making the disclosure, suggests that one or more of the above has been committed, is being committed or is likely to be committed.

The PIDA protects you from any detriment in making a disclosure to Gleeson where the disclosure meets the requirements set out above and is made in good faith.

In raising a malpractice concern, you may assume that only those Gleeson staff investigating your concern will know your identity. However, there may be circumstances in which we are required to reveal your identity. If this is the case, we will take all reasonable steps to ensure that you suffer no detriment.

If you raise a malpractice concern, you will be taken seriously and will be treated fairly and justly by Gleeson. We will take all reasonable steps to ensure that no person under our control engages in victimisation in any form.

Procedure

1 Raising a concern:

If you have a concern regarding malpractice you should inform your immediate Manager and Head of Department/Director who will then raise the matter with the Company Secretary.

If the concern involves your immediate Manager or Head of Department/Director, or for any reason you would prefer them not to be told, you may raise the matter directly with the Company Secretary, who can be contacted at Integration House, Rye Close, Ancells Business Park, Fleet, Hampshire, GU51 2QG; Tel: 01252 360 300.

If you feel unable to raise the matter internally arrangements have been made with Safecall, an independent company that provides confidential reporting on matters relating to wrongdoing in the workplace (Tel: 0870 241 0762) who will discuss the matter with you and then talk to the company on your behalf, maintaining your anonymity, if required.

2 Advice:

If you feel you need to take advice before doing so, you may contact Public Concern at Work, on 020 7404 6609. They provide free, confidential legal advice on whistle-blowing matters. However, please remember that you must not disclose any confidential information to them.

3 Feedback

If you have disclosed your worry internally and you are concerned either by the response or lack of response, or if you feel unable to talk to anyone internally for whatever reason, you can contact the Company Secretary at Fleet (see 1 above for contact details).

4 Fact-finding:

As the person raising the malpractice concern you may, if you so wish, be accompanied at any fact-finding meeting(s) by a fellow employee of your choice who may be a friend or colleague or a member of Human Resources department. You may confer with your companion during the course of the meeting, and he/she may address the meeting but may not answer questions on your behalf. Individual(s) under investigation may also be accompanied on the same basis.

5 Investigation:

The Company Secretary will ensure that a full investigation is carried out, with the objective of establishing whether malpractice has occurred. The format of the investigation may vary depending upon the circumstances.

6 Findings:

The results of the investigation will be disclosed to:

- (a) you as the person raising the malpractice concern;
- (b) the individual(s) under investigation; and, if appropriate
- (c) those members of Gleeson's management who need to consider whether action should be taken on the basis of the findings.

7 Malicious allegations

Provided you act in good faith and have a reasonable belief that malpractice is occurring it does not matter if you are mistaken. However, disciplinary action will be taken against anyone deliberately raising false and malicious allegations.