

1. Purpose

AgencyUK is committed to the highest standards of integrity, transparency, and accountability. This policy ensures that employees, contractors, and other stakeholders can raise genuine concerns about misconduct or unethical behaviour safely, confidentially, and without fear of retaliation.

2. Scope

This policy applies to all employees, officers, contractors, suppliers, and other stakeholders who wish to report concerns related to:

- Fraud, corruption, or financial misconduct
- Bribery or unethical behaviour
- Health, safety, or environmental violations
- Discrimination, harassment, or bullying
- Breaches of company policy or law
- Any other form of wrongdoing or misconduct

This policy also extends to the use of the Grievance/Complaints Mechanism, ensuring full protection for individuals who raise concerns in good faith.

3. Commitment to Protection

AgencyUK is fully committed to protecting whistleblowers and anyone who raises a concern in good faith from any form of retaliation, victimisation, or adverse treatment.

No employee or stakeholder will suffer demotion, penalty, dismissal, or discrimination for reporting a concern honestly, even if it is later found to be unsubstantiated.

4. Confidentiality and Risk Assessment

All reports are handled with the strictest confidentiality. The identity of the whistleblower will not be disclosed without explicit consent, except where required by law. The company will assess and manage potential risks to the individual's safety, well-being, and employment. Measures such as anonymised reporting, restricted information access, and independent review processes will be implemented where appropriate.

5. Consequences for Retaliation

Any employee, manager, or stakeholder found to have retaliated against a whistleblower will face disciplinary action, which may include termination of employment or contract. Such behaviour will be treated as a serious breach of company policy and values.

6. Mechanisms to Ensure Protection

To safeguard whistleblowers, AgencyUK has implemented the following mechanisms:

- Confidential reporting channels (email: Lizzie@agencyuk.com or secure online form).
- Anonymous reporting option, allowing individuals to report concerns without revealing their identity.
- Independent investigation process overseen by the Business Director.
- Regular follow-up and updates provided to whistleblowers (where possible) to ensure transparency and trust.
- Training and awareness programmes for all staff to reinforce non-retaliation principles.

7. How to Report

Reports can be made via our Business Director on email: Lizzie@agencyuk.com

Or In writing to: The Whistleblower Officer, Units 2-5 New Workshops, Beehive Yard, Bath BA1 5BT

All reports will be acknowledged within 5 working days and investigated promptly and fairly.

8. False or Malicious Reporting

Reports made in bad faith or with malicious intent will not be tolerated and may result in disciplinary action. However, individuals who raise genuine concerns — even if mistaken — will remain fully protected under this policy.