



## WHISTLEBLOWING POLICY

1. HeliOperations promotes a culture of safety, of raising concerns, and of valuing staff.
2. HeliOperations has adopted this policy on whistleblowing to enable employees to raise concerns internally and in a confidential manner about fraud, malpractice, health and safety, possible criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct.
3. This Whistleblowing Policy is intended to demonstrate that we will:
  - a. Not tolerate malpractice.
  - b. Respect the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.
  - c. Provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate.
  - d. Invoke disciplinary policies and procedures in the case of false, malicious or frivolous allegations.
  - e. Provide a clear and simple procedure for raising concerns, which is accessible to all staff.
  - f. Ensure that the Whistleblowing Policy is sent to new staff.
4. This Policy is separate from the adopted procedures regarding grievances. Employees should not use the Whistleblowing Policy to raise grievances about their personal employment situation. Rather, this Policy is to enable staff to express a legitimate concern regarding suspected malpractice within the Company.
5. Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

### Confidentiality

6. Employees who wish to raise a concern under this Policy are entitled to have the matter treated confidentially, and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. To preserve confidentiality, it may be appropriate that concerns are raised orally rather than in writing, although members of

staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity then the police will be informed.

## Procedures

7. Any employee is at liberty to express their concern to a Director or the CEO. All concerns will be received and handled with transparency and accountability.

8. Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and will be informed of the resolution.

9. In these cases, and if any matter is left unresolved and the concerns remain, then the matter can be raised directly with:

a. The independent whistleblowing charity **Public Concern at Work** (PCaW) which offers free confidential advice to people with whistleblowing dilemmas and it also offers professional support to organisations.

Tel: 020 7404 6609

email [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk).

[www.pcaw.co.uk](http://www.pcaw.co.uk).

## Protection from reprisal or victimization

10. No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and follow the Whistleblowing Policy.