

JIMGOS MAINTENANCE LTD

WHISTLEBLOWING POLICY

Constructionline Gold Compliance Document 3

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
Version	1.0
Issue date	1 August 2026
Review date	1 August 2027

CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.0	1 August 2026	Initial controlled issue	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose

The Company encourages early reporting of suspected wrongdoing and will protect people who raise concerns in the public interest. This procedure is separate from personal grievances, which normally follow the grievance procedure.

Scope

This policy applies to all directors, employees, workers, agency staff, apprentices, consultants and subcontractors working for or on behalf of Jimgos Maintenance Ltd, at offices, client premises, occupied homes, construction sites, vehicles, remote locations and work-related events.

Concerns covered

- Criminal offences, fraud, bribery, tax evasion or theft.
- Danger to health and safety, unsafe gas or electrical work, or concealment of incidents.
- Environmental damage, unlawful waste disposal or asbestos mismanagement.
- Modern slavery, illegal working, discrimination, harassment or abuse.
- Breach of legal obligations, falsification of records or deliberate concealment.

How to report

Report verbally or in writing to the line manager, Responsible Person or Managing Director. If the concern involves that person, report to the alternative named director/adviser [INSERT CONTACT]. Anonymous concerns will be considered, although investigation may be easier where contact is possible.

Response times

- Acknowledge within five working days where contact details are available.
- Complete initial assessment normally within ten working days.
- Provide a progress update within twenty working days where lawful and practicable.
- Explain the outcome as far as confidentiality, data protection and third-party rights permit.

Investigation and confidentiality

The receiver will record the concern, consider immediate protective measures, preserve evidence and appoint a sufficiently independent investigator. Information will be shared only on a need-to-know basis. Absolute confidentiality cannot be guaranteed where disclosure is required by law or a fair investigation.

Protection and external disclosures

No worker will be dismissed, disadvantaged, threatened or victimised for raising a genuine concern. Deliberately false and malicious allegations may be disciplinary matters, but an unsubstantiated concern raised honestly is not misconduct. Nothing prevents a protected disclosure to a prescribed person or legal adviser under the Public Interest Disclosure Act 1998.

Records and review

Whistleblowing records will be access-restricted, retained according to necessity and legal obligations, and reviewed for systemic trends without revealing identities unnecessarily.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026