

WHISTLEBLOWING POLICY COMMUNICATION PROOF

Constructionline Evidence Pack • REF 10431

Evidence field	Completed information
Company	Jimgos Maintenance Ltd
Policy communicated	Whistleblowing Policy, version 1.0
Policy issue date	1 August 2026
Communication date	1 August 2026
Communication owner	Joseph Olugosi, Managing Director
Delivery method	Face-to-face workforce briefing plus printed/electronic policy issue
Next refresher	1 August 2027, or sooner following a change or incident

EVIDENCE STATEMENT This pack records how the policy was issued, the subjects covered, attendance and signed employee acknowledgements. It is evidence of communication and is separate from the core Whistleblowing Policy.

1. Purpose of this evidence pack

Constructionline requested signed and dated evidence that workers received the Whistleblowing Policy. This controlled pack demonstrates that Jimgos Maintenance Ltd communicated the policy to named members of the workforce and recorded their understanding and acknowledgement.

2. Documents forming the communication evidence

- Completed communication and briefing record.
- Policy issue and attendance register naming each recipient.
- Employee declarations confirming receipt, understanding and opportunity to ask questions.
- Managing Director approval and refresher arrangements.

3. Director confirmation

I confirm that the briefing and policy issue recorded in this pack were authorised for Jimgos Maintenance Ltd and that signed acknowledgement records are retained as controlled compliance evidence.

Approved by	Position	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026

4. Written communication process

The Company communicates the Whistleblowing Policy through the following controlled process:

1. Issue the current approved policy at induction and whenever the policy is revised.
2. Explain the policy in plain language during a face-to-face briefing or toolbox-style session.
3. Cover qualifying concerns, reporting routes, confidentiality, investigation, protection from retaliation and the grievance distinction.
4. Allow questions and check understanding using practical examples relevant to gas, electrical, maintenance and construction work.
5. Obtain a dated signature or initials from each recipient and enter the issue in the register.
6. Retain the attendance sheet and acknowledgements with restricted access; schedule annual refresher communication.

5. Completed workforce briefing record

Briefing field	Completed record
Briefing title	Speaking Up Safely - Whistleblowing Policy Briefing
Date	1 August 2026
Delivered by	Joseph Olugosi, Managing Director
Format	Face-to-face briefing with policy copy issued in printed/electronic form
Audience	Operatives and workers performing work for Jimgos Maintenance Ltd
Duration	Approximately 35 minutes, including questions and understanding check
Policy reference	Whistleblowing Policy, version 1.0, issued 1 August 2026

6. Briefing content delivered

- Why the Company encourages early reporting of suspected wrongdoing and unsafe or unlawful conduct.
- Examples: fraud, bribery, theft, unsafe gas/electrical work, concealed incidents, environmental harm, modern slavery, discrimination, falsified records and legal breaches.
- How to report verbally or in writing to a line manager or Joseph Olugosi, Managing Director; use an appropriate independent external route if the concern involves the Managing Director.
- How personal employment complaints normally follow the Grievance Procedure rather than the whistleblowing route.
- Confidential and anonymous reporting, evidence preservation and the limits of confidentiality where disclosure is legally required.
- Protection from dismissal, disadvantage, threats or victimisation for raising a genuine concern in good faith.
- Expected acknowledgement, initial assessment, progress update and outcome communication, subject to lawful confidentiality restrictions.

7. Understanding check and questions

The briefer used practical scenarios involving falsified test results, unsafe work being concealed, theft of materials and suspected bribery. Attendees were asked who they would contact, what information they should record and what protection applies. No unresolved questions or requests for additional support were recorded at the close of the session.

8. Completed policy issue and attendance register

The following workers were recorded as attending the briefing and receiving access to the approved policy. Initials in the signature column confirm receipt and attendance.

Employee	Role / status	Policy version	Issue method	Date	Initials / signature
Hamed Olowo	Worker / operative	1.0	Briefing + policy copy	01/08/2026	H.O
Bibin Byju	Worker / operative	1.0	Briefing + policy copy	01/08/2026	B.B
Hakeem Ola	Worker / operative	1.0	Briefing + policy copy	01/08/2026	H.O

9. Attendance declaration

By signing or initialling the register, each attendee confirms that they attended the briefing, received or was given access to the policy, understood the internal and alternative reporting routes, and was informed that genuine concerns may be raised without retaliation.

Briefing delivered by	Signature	Date	Record status
Joseph Olugosi	J.O	1 August 2026	Completed and controlled

10. Record retention and refresher programme

- Original signed/initialled records are retained securely by the Managing Director.
- Access is restricted to those with a legitimate compliance or investigation need.
- New starters receive the policy during induction and sign an acknowledgement before or at commencement of work.
- Annual refresher communication is due by 1 August 2027.
- Earlier re-briefing is required after a policy change, relevant incident, audit finding or evidence of misunderstanding.

11. Evidence index

Evidence item	Location in this pack	Status
Communication process	Section 4	Completed
Briefing record and content	Sections 5-7	Completed
Signed attendance and issue register	Sections 8-9	Completed
Individual employee acknowledgements	Section 12	Completed
Director approval	Sections 3 and 13	Completed

12. Individual employee acknowledgements

These completed declarations provide employee-level proof of policy receipt and communication.

Employee acknowledgement - Hamed Olowo

EMPLOYEE DECLARATION

I confirm that I received and was briefed on Jimgos Maintenance Ltd's Whistleblowing Policy, version 1.0, dated 1 August 2026. I understand the concerns covered, how to report a concern, the confidential and alternative reporting routes, the protection against victimisation, and the difference between whistleblowing and a personal grievance. I had an opportunity to ask questions.

Employee	Role/status	Issue method	Date
Hamed Olowo	Worker / operative	Face-to-face briefing + policy copy	1 August 2026

Employee initials / signature	Briefed by	Briefer signature	Next refresher
H.O	Joseph Olugosi	J.O	1 August 2027

Employee acknowledgement - Bibin Byju

EMPLOYEE DECLARATION

I confirm that I received and was briefed on Jimgos Maintenance Ltd's Whistleblowing Policy, version 1.0, dated 1 August 2026. I understand the concerns covered, how to report a concern, the confidential and alternative reporting routes, the protection against victimisation, and the difference between whistleblowing and a personal grievance. I had an opportunity to ask questions.

Employee	Role/status	Issue method	Date
Bibin Byju	Worker / operative	Face-to-face briefing + policy copy	1 August 2026

Employee initials / signature	Briefed by	Briefer signature	Next refresher
B.B	Joseph Olugosi	J.O	1 August 2027

12. Individual employee acknowledgements (continued)

Employee acknowledgement - Hakeem Ola

EMPLOYEE DECLARATION

I confirm that I received and was briefed on Jimgos Maintenance Ltd's Whistleblowing Policy, version 1.0, dated 1 August 2026. I understand the concerns covered, how to report a concern, the confidential and alternative reporting routes, the protection against victimisation, and the difference between whistleblowing and a personal grievance. I had an opportunity to ask questions.

Employee	Role/status	Issue method	Date
Hakeem Ola	Worker / operative	Face-to-face briefing + policy copy	1 August 2026

Employee initials / signature	Briefed by	Briefer signature	Next refresher
H.O	Joseph Olugosi	J.O	1 August 2027

13. Final Director approval

I approve this communication evidence pack for controlled issue and confirm that it is linked to the approved Whistleblowing Policy, version 1.0.

Name	Position	Signature	Approval date	Next review
Joseph Olugosi	Managing Director	J.O	1 August 2026	1 August 2027

Submission note

Submit this communication proof pack together with the full core Whistleblowing Policy. This pack is the signed and dated evidence requested under Constructionline REF 10431 and is not intended to replace the policy itself.