

Whistleblowing: Speak Up Policy for Agency Workers

At **Foundation Personnel**, we are committed to maintaining the highest standards of safety, integrity, and compliance across all the sites where our workers are placed.

If you see something that is unsafe, illegal, or unethical, we encourage you to speak up. This is known as **whistleblowing**.

You will not be treated unfairly or lose work because you raise a genuine concern.

What concerns should you report?

You should report any concern where you believe wrongdoing, unsafe behaviour, or illegal activity may be taking place. You do not need to be certain that something is wrong — a reasonable suspicion is enough.

Examples of concerns that should be reported include:

- Unsafe working practices or serious health and safety risks
- Illegal activity or suspected criminal behaviour
- Fraud, theft, or financial wrongdoing
- Breaches of environmental regulations
- Bribery or corruption
- Failure to comply with legal or regulatory obligations
- Harassment, bullying or sexual harassment
- Discrimination or victimisation
- Modern slavery, labour exploitation, or worker abuse
- Attempts to hide or cover up any of the above

These concerns may relate to:

- The client site where you are working
- Other workers, supervisors, or site management
- Foundation Personnel staff
- Subcontractors, suppliers, or third parties

If you are unsure whether something should be reported, we encourage you to raise the concern so it can be reviewed.

How agency workers can raise a concern

If you have a concern, you can report it in any of the following ways:

1. Speak to your site supervisor or line manager
2. Contact your Foundation Personnel consultant
3. Email our confidential whistleblowing inbox:
whistleblowing@foundationpersonnel.co.uk
4. Contact our Business Operations & Risk Manager

When reporting a concern, it is helpful if you can provide:

- What happened
- Where and when it happened
- Who was involved
- Any evidence or witnesses (if available)

You do not need proof before raising a concern. We only ask that concerns are raised honestly and in good faith.

All concerns will be taken seriously and reviewed appropriately.

Confidentiality

We understand that raising concerns can feel difficult, particularly when working on a client site.

When you raise a concern:

- Your identity will be kept confidential wherever possible
- Concerns can be raised in confidence
- We will investigate concerns fairly and sensitively

You may raise concerns anonymously; however, this can make it more difficult for us to investigate fully.

Protection for whistleblowers

Workers who raise concerns in the public interest are protected under the Public Interest Disclosure Act 1998.

This means that workers must not suffer any negative treatment for raising a genuine concern, including:

- Dismissal
- Loss of work or assignments
- Discrimination
- Victimisation
- Any other form of unfair treatment

Foundation Personnel will not tolerate retaliation against anyone who raises a concern in good faith.

Who this policy applies to

This whistleblowing process applies to anyone working through or supplied by Foundation Personnel, including:

- Agency workers
- CIS subcontractors
- Temporary labour
- Contractors placed with client organisations

This includes workers carrying out assignments at client sites, construction sites, offices, or other workplaces where Foundation Personnel has supplied labour.

All workers are encouraged to raise concerns if they believe wrongdoing, unsafe practices, or illegal activity may be taking place.

Whistleblowing contact details

Workers can raise concerns directly with Foundation Personnel using the following contact details:

Confidential whistleblowing email:

whistleblowing@foundationpersonnel.co.uk

Concerns can also be raised with our **Business Operations & Risk Manager**, who is responsible for overseeing whistleblowing matters and ensuring concerns are reviewed appropriately.

All reports will be treated seriously and handled confidentially wherever possible.

Independent advice

If you are unsure whether to report a concern, you can seek confidential advice from:

Protect – The UK Whistleblowing Charity

Website: <https://protect-advice.org.uk>

Advice line: 020 3117 2520