



Whistleblowing Policy

1. PURPOSE:

Metropole Guard Security is committed to the highest standards of integrity, honesty, and transparency in all its activities. We encourage a culture where staff feel confident and safe to report concerns about wrongdoing.

Metropole Guard Security strongly encourages any individual who becomes aware of wrongdoing to raise concerns as soon as possible, even if they are unsure whether the matter qualifies as whistleblowing.

This policy complies with the requirements of the Public Interest Disclosure Act 1998 and the Security Industry Authority's Approved Contractor Scheme (ACS). Staff should be aware that as part of our ACS compliance, our whistleblowing arrangements are subject to audit.

2. SCOPE:

This policy applies to:

All employees (permanent, temporary, casual)

- a. Contractors and subcontractors
- b. Agency staff
- c. Volunteers
- d. Consultants
- e. Any other individuals who work with or for Metropole Guard Security.

3. DEFINITION OF WHISTLEBLOWING

Whistleblowing means the reporting of suspected wrongdoing or dangers at work. This may include:

- a. Criminal offences
- b. Breaches of legal obligations
- c. Miscarriages of justice
- d. Health and safety risks
- e. Damage to the environment
- f. Attempts to cover up any of the above

A disclosure will qualify for protection if the whistleblower reasonably believes it is made in the public interest.

4. PRINCIPLES



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- a. **Confidentiality:** Reports will be treated as far as possible in strict confidence. Identities will only be disclosed where legally required or essential to proper investigation.
- b. **No retaliation:** Employees will not suffer any detriment, disciplinary action, or disadvantage for raising concerns in good faith, even if the concern proves unfounded.
- c. **Impartiality:** Investigations will be fair, objective, and thorough.
- d. **Support:** We will provide appropriate support to anyone raising a concern.
- e. **Malicious disclosures:** Deliberate false reporting or misuse of this policy may result in disciplinary action.

5. PROCEDURE FOR RAISING CONCERNS

5.1. Internal Reporting

If you have a concern, you should promptly raise it through one of the following channels:

- a. Your Line Manager or Supervisor
- b. A Company Director
- c. HR Department

You may raise your concern verbally or in writing. When raising concern, please provide as much detail as possible, including:

- d. Background and history of concern
- e. Names, dates, places where possible
- f. The reason for your concern

5.2. External Reporting

If you feel unable to raise the matter internally or if your concern is not addressed satisfactorily, you may contact an external body, for example:

- a. The Security Industry Authority (SIA)
Tel: 0300 123 9298
www.sia.homeoffice.gov.uk
- b. HMRC Tel: 0800 788 887
- c. Health and Safety Executive (HSE) Tel: 0300 003 1647
- d. The Police (for criminal matters) Tel: 101 or 999 in an emergency



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- e. Your professional regulator

5.3. Anonymous Disclosures

Anonymous disclosures will be considered, but it may be more difficult to investigate thoroughly without knowing the whistleblower's identity.

6. INVESTIGATION PROCESS:

- a. All concerns will be acknowledged within 5 working days, and investigations will aim to conclude within 28 working days where possible.
- b. A Director or senior manager will assess the issue and decide if a formal investigation is necessary.
- c. You may be asked for further information.
- d. You will be informed of the outcome where possible, subject to confidentiality and legal constraints.

7. RECORDS:

The Company will keep records of all whistleblowing concerns raised and their outcomes. Records will be kept confidential and comply with data protection laws.

8. TRAINING AND COMMUNICATION

- a. All employees will receive training on this policy as part of their induction and ongoing compliance training.
- b. This policy is publicly accessible to employees and stakeholders.

9. REVIEW AND MONITORING:

This policy will be reviewed annually or following any serious incidents or changes in legislation. Findings from investigations will be monitored to identify any trends and ensure ongoing improvement.

This **Whistleblowing Policy** will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.



METROPOLE GUARD SECURITY

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