1. Introduction

EGO Technology Group is committed to upholding the highest standards of integrity, honesty, and ethical conduct. We believe in fostering a workplace culture where employees feel safe and empowered to raise concerns about any suspected wrongdoing without fear of reprisal. This Whistleblowing Policy outlines the procedures for reporting such concerns and assures protection for those who speak up.

2. Scope

This policy applies to all employees, contractors, secondees, and anyone working for or on behalf of EGO Technology Group, including those in senior management and the board of directors. It covers any concerns related to:

- Criminal offences
- Miscarriages of justice
- Environmental damage
- Health and safety risks
- Damage to public funds
- Breaches of company policy or procedures
- Any other serious impropriety

3. Reporting Concerns

If you have a genuine concern about any of the issues listed above, you should report it through one of the following channels:

- **Your Line Manager:** For most concerns, your line manager is the first point of contact. They are trained to handle such matters sensitively and confidentially.
- **The HR Department:** If your concern involves your line manager, or if you are uncomfortable discussing it with them, you can report it directly to the HR Department.
- **The Designated Whistleblowing Officer:** EGO Technology Group has appointed a Designated Whistleblowing Officer, Melissa Austin who is responsible for overseeing the whistleblowing process. You can contact the DWO directly via email: melissaaustin@egotechnology.co.uk Tel. 01283 890990.
- **External Reporting:** In certain circumstances, you may wish to report your concern to an external body, such as a regulatory authority or the police. We will support you in doing so, where appropriate.

4. Confidentiality and Protection

EGO Technology Group is committed to protecting the confidentiality of whistleblowers. All disclosures will be treated with the utmost discretion, and information will only be shared on a need-to-know basis.

We will not tolerate any form of retaliation, discrimination, or harassment against anyone who raises a concern in good faith. Any employee found to be victimizing a whistleblower will be subject to disciplinary action, up to and including dismissal.

5. Investigation Process

Upon receiving a whistleblowing concern, EGO Technology Group will:

- **Acknowledge Receipt:** You will receive an acknowledgment that your concern has been received.
- **Assess the Concern:** The concern will be assessed to determine the appropriate course of action.
- **Investigate:** A thorough and impartial investigation will be conducted. This may involve interviews, document reviews, and other investigative measures.
- **Feedback:** Where possible and appropriate, you will be kept informed of the progress and outcome of the investigation.

6. Malicious or False Allegations

While we encourage employees to raise genuine concerns, this policy should not be used to make malicious or knowingly false allegations. Such actions will be considered a serious breach of this policy and may result in disciplinary action.

7. Policy Review

This Whistleblowing Policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant legislation and best practices.

8. Further Information

If you have any questions or require further clarification regarding this policy, please do not hesitate to contact the HR Department or the Designated Whistleblowing Officer.