

Altomed Whistle Blowing Policy

This policy has been compiled in the event an employee has a concern about unlawful conduct, financial malpractice or damage to employees, the public or the environment

This policy has been raised to enable people to raise their concerns about malpractice at an early stage and in the right way for concerns where the interests of themselves, others or the organisation are at risk.

This policy applies to all Altomed employees.

The Managing Director will be responsible for:

- this policy and procedure ensuring that all concerns raised are dealt with fairly, thoroughly and in accordance with the policy
- ensuring the policy is communicated to all employees and making staff aware of the procedures
- creating an environment in which staff are able to express their concerns freely and without fear of reprisal
- ensuring staff will not be at risk of losing their job or suffering from any retribution as a result of employees acting in good faith, even if they are mistaken
- ensuring that harassment or victimisation of any kind will not be tolerated in the event a report is made
- the details of the originator of any reports are kept confidential and will not be disclosed without the employee's consent

Individual employees have a responsibility to raise concerns providing he/she has a reasonable belief that malpractice or wrong doing has occurred.

This policy is to provide protection to those who wish to formally raise their concerns.

Altomed urges any employees, customers, suppliers, or stakeholders to raise their concerns about malpractice for concerns where the interests of themselves, others, or the organisation are at risk. Altomed operate a confidential whistleblowing procedure, report any concerns to **whistleblowing@altomed.com**.

Altomed Whistle Blowing Procedure

1. Raise your concern initially to your immediate Manager either orally or in writing
2. If you feel unable to raise it with your immediate Manager, report it to the Managing Director. If so please say if you want this to be raised in confidence so appropriate arrangements can be made.
3. It is hoped the above procedure will be suitable for your concern, however we recognise there may be circumstances where it may be proper to report matters to outside bodies such as the police or regulators. The independent charity Public Concern at Work (Tel: 020 7404 6609) will

be able to advise you on such an option, and on circumstances in which you may be able to contact an outside body safely.