



ctrq Whistleblowing Policy

Legal protection of Workers/Operators who speak out in the public interest about wrongdoing or malpractice at work is now in force with the Public Interest Disclosure Act 1998.

Workers/Operators who in good faith bring financial irregularities, fraud, dangerous practices, environmental hazards, failure to meet health and safety standards or criminal offences to the attention of the management are protected from action against themselves if the information is found to be substantially true. Workers must follow the Grievance Procedure when 'Whistleblowing' unless circumstances prove inappropriate. In such circumstances workers should write a confidential letter to either the Directors or to the Group Director of HR or email direct to hr@ctrq.co.uk. Operators should follow the steps below.

Workers/Operators should always report qualifying disclosure claims internally in the first instance. They will however continue to be protected if any such genuine claim is brought to the attention of other external legal bodies. However this will not necessarily be so if a claim is disclosed directly to the press.

Workers/Operators should contact Human Resources on 03301 279 010 if they have any concerns or issues they wish to raise anonymously.

For the purpose of this policy, a worker is anyone who is engaged on either a Contract of Employment or a Contract for Service. An Operator is a self-employed driver via a Limited Company.

If you would like to bring something to our attention in complete anonymity, follow these simple steps below:

1. Telephone 03301 279 010 and make clear that you wish to provide confidential information to HR anonymously.
2. If unable to telephone, email whistleblowing@ctrq.co.uk making the subject line Confidential Anonymous Complaint/Information Please provide as much detail as you can to assist us with the information that you provide. You can at your discretion provide us with your contact details; however you do not have to provide this.

If you make a complaint and follow the above steps, your anonymity will be preserved! No one will find out that you have come forward to provide us with information and you will not suffer a detriment as a result if you are providing us with information in good faith.

Nothing contained in this policy is intending to or imply to create Employment Status.