



Qubit

WHISTLEBLOWING POLICY

QUBIT INTERIOR SOLUTIONS LIMITED
PIER HOUSE, THAMES ROAD, DARTFORD, DA1 4SL



WHISTLEBLOWING POLICY

Company: Qubit Interior Solutions Limited (Qubit Group)

Location: Pier House, Thames Road, Crayford, DA1 4SL

Prepared By: Kyle McGimpsey

Position: Managing Director

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1. Policy Statement

The organisation is committed to conducting its business with honesty, integrity, openness and accountability.

Employees and workers are encouraged to raise genuine concerns about suspected wrongdoing, illegal activities, misconduct or unsafe practices without fear of retaliation, victimisation or disadvantage.

This policy provides a framework for reporting concerns confidentially and ensures that disclosures are taken seriously and investigated appropriately.

The organisation supports the principles of the Public Interest Disclosure Act 1998 (PIDA).

2. Purpose

The purpose of this policy is to:

- Encourage individuals to report concerns in the public interest.
 - Provide clear reporting procedures.
 - Ensure concerns are investigated appropriately.
 - Protect whistleblowers from retaliation or victimisation.
 - Promote a culture of transparency and ethical conduct.
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3. Scope

This policy applies to:

- Employees.
- Agency workers.
- Contractors and consultants.
- Apprentices and temporary workers.

- Volunteers and trainees.
 - Suppliers or stakeholders where applicable.
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4. Reportable Concerns

Whistleblowing concerns may include, but are not limited to:

- Criminal offences or unlawful conduct.
 - Fraud, bribery or corruption.
 - Breaches of legal or regulatory obligations.
 - Health and safety risks or unsafe practices.
 - Environmental damage or pollution.
 - Misuse of company funds or assets.
 - Modern slavery or unethical labour practices.
 - Discrimination, harassment or victimisation.
 - Deliberate concealment of wrongdoing.
 - Serious breaches of company policies or procedures.
 - This policy is not intended to replace normal grievance procedures relating to personal employment matters.
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5. Raising a Concern

Concerns should be raised as soon as possible and may be reported to:

- A line manager or supervisor.
- Senior management.
- Human Resources.
- A designated Whistleblowing Officer or Compliance Manager.
- Reports may be made verbally or in writing and should include:
- The nature of the concern.
- Relevant dates, locations and individuals involved.
- Any supporting evidence available.

Anonymous disclosures may be considered, although investigation may be more difficult if insufficient information is provided.

6. Confidentiality

The organisation will make every reasonable effort to protect the identity of individuals raising concerns.



Information will be handled confidentially and only shared where necessary for investigation or legal purposes.

7. Investigation Process

All concerns raised under this policy will:

- Be acknowledged promptly where possible.
- Be assessed fairly and impartially.
- Be investigated proportionately depending on the seriousness of the matter.
- Be managed confidentially wherever practicable.

Investigations may involve:

- Interviews.
 - Review of documents and records.
 - Consultation with external authorities where appropriate.
 - Where necessary, corrective or disciplinary action will be taken.
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8. Protection from Retaliation

No individual will suffer dismissal, disciplinary action, threats, victimisation or detrimental treatment for raising a genuine concern in good faith.

Retaliation against whistleblowers will be treated as a serious disciplinary matter.

9. Malicious or False Allegations

Deliberately false, malicious or vexatious allegations may result in disciplinary action.

10. External Disclosures

Where appropriate, concerns may be raised with external prescribed bodies such as:

- Health and Safety Executive
 - Environment Agency
 - Financial Conduct Authority
 - HM Revenue and Customs
 - Employees are encouraged to raise concerns internally first where possible.
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11. Responsibilities

Management is responsible for:



- Promoting a culture of openness and integrity.
 - Ensuring concerns are handled appropriately.
 - Protecting whistleblowers from retaliation.
 - Employees are responsible for:
 - Raising genuine concerns promptly.
 - Cooperating with investigations.
 - Acting honestly and in good faith.
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12. Monitoring and Review

This policy will be reviewed periodically to ensure continued effectiveness, legal compliance and good governance practices.

Reviewed / Approved By:

Name: Kyle McGimpsey

Position: Managing Director

Signature:

A handwritten signature in black ink, appearing to read "K.L. McGimpsey", written over a horizontal line.

Date: 18/05/2026