

4 Delivery Limited

Disclosure Policy

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1. Introduction

- This document outlines the procedure that will be followed. The procedure applies to any employee seconded into 4D, who reports in good faith in accordance with this policy, and any employing partner's policy, any concern about a wrongdoing that relates to 4D. Examples of wrongdoing covered by this procedure:
 - Financial fraud
 - Failure to follow health and safety guidelines
 - Improper use of confidential or sensitive information
 - Unethical behaviour or malpractice
 - A criminal offence being committed
 - The deliberate concealment of information relating to any of the above

2.

- 2.1 Anyone wishing to raise a concern should do so at the earliest instance. Every matter reported will be treated seriously and in a confidential manner. All concerns reported will be investigated.
- 2.2 You should report a concern to your Line Manager who will follow the relevant disclosure policy for the employing partner.
- 2.3 Providing a disclosure is made in good faith, no action will be taken against the individual raising the concern
- 2.4 Any attempt by either a manager or another employee to deter an individual from making a disclosure will not be tolerated.