

REPORTING OF IMPROPER ACTIVITIES (WHISTLEBLOWING) POLICY



EMPLOYEE GUIDE



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POLICY PURPOSE

The EDF Energy Reporting of Improper Activities (Whistleblowing) Policy aims to inform workers of the protection afforded to them under the Public Interest Disclosure Act 1988 (PIDA) in respect of concerns they wish to raise with the Company regarding actual or suspected malpractice of mismanagement known as a “qualifying disclosure”.

WHO DOES THE POLICY APPLY TO?

This policy applies to all EDF Energy employees, agency workers, contractors, consultants and those trainees on work experience placements.

POLICY STATEMENT

The Company’s primary aim is to prevent workplace malpractice from occurring in the first place. However, if it does happen, it is the Company’s objective to prevent it reoccurring.

PIDA aims to encourage a climate of openness in the workplace and to create a positive environment in which workers can raise concerns without fear of reprisal or victimisation. It does this by giving legal protection to those who make certain types of disclosures commonly known as “whistleblowing”.

Whistleblowing is a worker’s disclosure of what they consider to be employer malpractice. The policy is intended to encourage and enable workers to raise concerns initially within the Company rather than ignoring a problem or raising their concerns to an outside person or body.

The Company is committed to the highest possible standards of openness, honesty, accountability and ethics. In line with that commitment, we encourage employees and others with serious genuine concerns about any aspect of the Company’s work to come forward and voice those concerns.

QUESTIONS	ANSWERS
<p>What is a qualifying disclosure?</p>	<p>For the purposes of PIDA, a qualifying disclosure is any disclosure of information that a worker reasonably believes tends to show one or more of the following have or are likely to occur:</p> <ul style="list-style-type: none"> • commission of a criminal offence; • failure to comply with a legal/statutory obligation; • a miscarriage of justice; • endangerment of the health and safety of any individual; • damage to the environment; • the deliberate concealment of any information indicating any of the matters set out above. <p>There are existing separate procedures in place to enable employees to lodge a grievance relating to their own employment. Details can be obtained from Human Resources.</p>
<p>What is the process for reporting a qualifying disclosure?</p>	<p>The procedure for reporting a qualifying disclosure is detailed at the end of this guide.</p>

RESPONSIBILITIES

EMPLOYEES:

- Employees are responsible for raising concerns regarding alleged malpractice with their manager or the designated officers.

MANAGERS & EDF ENERGY'S DESIGNATED OFFICERS:

Managers or EDF Energy's Designated Officers (EDF Energy's Compliance Officer or Head of Management Audit) who are notified of a concern:

- have a responsibility to ensure that concerns raised are taken seriously;
- where appropriate, should investigate properly and make an objective assessment of the concern;
- should keep the employee advised of progress;
- have a responsibility to ensure that the action necessary to resolve a concern is taken.

EDF ENERGY'S DESIGNATED OFFICERS:

- EDF Energy's Compliance Officer or Head of Management Audit are responsible for investigating cases where the discloser is not satisfied with the initial response.
- EDF Energy's Business Support Services Director may also investigate cases where the discloser is not satisfied with the initial response.

PROCEDURE

GENERAL

A disclosure to the Company will be protected, provided that it is made in good faith and the individual has a reasonable suspicion regarding the allegation of malpractice.

Where an individual makes a disclosure in good faith and reasonably believes that the information disclosed, and any allegations contained in it, are substantially true, and does not make the disclosure for purposes of financial gain, the Company will take any necessary action to protect that individual from victimisation or harassment.

Whilst the Company will ensure that an individual does not suffer any detriment as a result of making a disclosure in good faith, this does not mean that action will not be taken under any of the Company's procedures for reasons unrelated to the disclosure or if the disclosure itself is found to be malicious.

Allegations which the Company suspects of being malicious or vexatious, made in bad faith, or with a view to personal gain, will be dealt with under the Company's Disciplinary Procedures and may lead to dismissal.

The policy encourages all individuals to identify themselves. Concerns expressed anonymously are much less powerful and difficult to investigate but they will be considered at the discretion of the Company. In exercising this discretion, the factors to be taken into account will include the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

The Company will only reveal the identity of an individual who makes a disclosure internally with their agreement or to comply with a legal obligation. It must be appreciated that during the investigation a statement from the individual may be required as part of the evidence gathering process, however, unless they have agreed the individual will not be identified as the originator of the allegations being investigated. The individual may be told the action which the Company is to take and such information must be treated with the strictest confidence.

FIRST STEP

The earlier the disclosure is made, the easier it is to take action.

The individual should raise concerns with their manager who will attempt to resolve the matter as promptly as is reasonably practicable. However, there may be circumstances where the individual feels unable to approach their manager and in these circumstances they should approach either EDF Energy's Head of Management Audit based at Grosvenor Place, London (telephone 0207 752 2165) or the EDF Energy Compliance Officer, based at Grosvenor Place, London (telephone 0207 752 2194).

Concerns are better raised in writing. Individuals are therefore invited to set out the background and history of the concerns, giving names, dates and places where possible, and the reasons for making the disclosure. If the individual does not feel able to put their concern in writing, they may telephone or meet the appropriate officer.

POTENTIAL ACTION TO BE TAKEN

The action taken by the Company will depend on the nature of the concern. The matter raised may:

- be investigated internally;
- be referred to the police;
- be referred to external auditors;
- form the subject of an independent inquiry.

In order to protect individuals and the Company, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures, (for example, discrimination issues) will normally be referred for consideration under these procedures.

Some concerns may be resolved by agreed action without the need for investigation.

Within ten working days of a disclosure being made, the Company will indicate how it proposes to deal with the matter. The person dealing with the matter shall explain the decision to the individual who raised the concern.

FURTHER STEPS

If the individual does not receive a response as indicated, or is not satisfied with the decision, they should then report the matter to either:-

EDF Energy's Head of Management Audit

EDF Energy's Compliance Officer or;

EDF Energy's Business Support Services Director.

All of whom are based at Grosvenor Place, London.

They will ensure that the appropriate steps have been taken or are now taken in relation to the matter raised and that the discloser is informed as appropriate.