

# Whistleblowing Policy

Chestnut Barn, Blackbirds Farm, Blackbirds Lane, Aldenham, WD25 8BS

www.christmas-creations.com • info@christmas-creations.com • t: 0203 411 1991 • f: 0203 411 1992



<b>Date of Last Review:</b>	March 2026
<b>Approval Authority:</b>	Director
<b>Review Frequency</b>	Annually
<b>Location:</b>	Internal File Storage System
<b>Date of Next Review:</b>	March 2027

## **Overview**

Christmas Creations is committed to conducting business with honesty, integrity and transparency. This policy provides a safe and confidential way for employees, workers, suppliers and other stakeholders to report concerns about wrongdoing. We encourage anyone with a genuine concern to speak up.

## **What Can Be Reported?**

Concerns may relate to:

- Criminal offences (e.g. fraud, bribery, corruption)
- Breach of legal obligations
- Financial misconduct or misuse of funds
- Risks to health and safety
- Environmental damage
- Serious unethical behaviour
- Deliberate concealment of any of the above

This policy is not for personal employment grievances (such as bullying or disputes about terms of employment), which should be raised under the Grievance Policy.

## **Legal Protection**

Employees who raise concerns in the public interest are protected under the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996.

Christmas Creations will not tolerate retaliation, victimisation or unfair treatment against anyone who raises a concern in good faith.

Protection applies where the individual:

- Reasonably believes the information is substantially true
- Raises the concern in the public interest
- Does not act maliciously or for personal gain

## **Confidentiality**

All concerns will be handled sensitively and confidentially.

You may raise a concern anonymously. However, providing contact details helps us investigate effectively.

Information will only be shared where necessary to properly investigate or where legally required.

## **How to Raise a Concern**

Concerns can be raised:

### **Whistleblowing Officer:**

Louise Fairnie – Director

Email: [louise@christmas-creations.com](mailto:louise@christmas-creations.com)

Subject: "WHISTLEBLOWING"

Telephone: +44 (0)203 4111991

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Please include:

- A clear description of the concern
- Relevant dates, locations and individuals involved
- Any supporting evidence

## What Happens Next?

- Acknowledgement within 5 working days
- Initial review and risk assessment
- Appointment of an impartial Investigating Officer (where required)
- Proportionate and independent investigation
- Outcome communicated (subject to confidentiality constraints)

Serious matters may be referred to external authorities where appropriate.

## Governance and Oversight

- A confidential log of all reports will be maintained.
- The Board will review whistleblowing activity annually.

The Director with overall responsibility for the implementation of this policy is Mr Alex Walters.

Signed:

Date: **04/03/26**

Mr Alex Walters  
**Director**