



DEALING WITH A CONCERN

THE DO'S AND DON'TS

DO

- Make an immediate note of your concerns
- Deal with the matter promptly, if you feel your concerns are warranted
- Speak up!!

DON'T

- Do nothing
- Be afraid of raising your concerns
- Approach or accuse individuals directly

INTRODUCTION

Every employee is responsible for acting consistently with Scott Wilson Group policies. The purpose of this document is to define the processes and procedures that shall be adopted throughout the Scott Wilson Group in the event that an employee wishes to raise a concern about compliance with Group policies.

THE POLICY

Scott Wilson is committed to the highest standards of openness, probity and accountability. The Group aims at all times to conduct its business in a responsible manner taking into account the requirements of the law and the standards required from a socially responsible employer. Scott Wilson expects employees to act in a professional manner at all times and uphold the standards set by both the Group and the professional institutions to which they belong.

Scott Wilson takes malpractice very seriously. Employees are, therefore, encouraged to report any wrongdoing by the Group or its employees that falls short of Scott Wilson's business policies and principles.

It is a fundamental term of every contract of employment that an employee will not disclose confidential information about the employer's affairs. However, as Scott Wilson aims to conduct its affairs in a socially responsible and lawful manner, employees are openly encouraged to report any instances of malpractice, dishonesty, or unsafe or unhealthy working practices that are incompatible with this aim.

Individuals who report instances of malpractice in good faith will be protected against dismissal or any form of victimisation. However, those who make disclosures in bad faith, i.e. maliciously or mischievously, will be subject to Scott Wilson's disciplinary procedure.

IMPLEMENTATION OF THE POLICY

Overall accountability for the implementation of the Dealing with a Concern policy rests with the Main Board.

Scott Wilson is committed to implementing this policy throughout its operations in accordance with approved Group procedures and guidelines.

ASSOCIATED POLICIES AND PROCEDURES

It is in the interests of Scott Wilson that employees raise concerns internally rather than disclose them to the press or other external bodies.

The Group Intranet contains the following procedure which has been established to set out the process to be used to raise issues of concern falling within the scope of this policy to assist individuals who believe they have discovered malpractice or dishonesty in the conduct or management of any entity within the Group:

- Dealing with a Concern Procedure