

Whistleblowing Policy

December 2014



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Issue 5, December 2014

Introduction

It is important to the business that any fraud, misconduct or wrongdoing by employees and representatives of the Company is reported and properly dealt with. The Company therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

This policy is supported by the board of VolkerWessels UK and each of its subsidiary Companies. It should be read in conjunction with the VolkerWessels UK Integrity Policy.

VolkerWessels UK Statement of Integrity

We are open and totally honest; our business is ethically and morally strong and each of us is accountable.

Our Policy

This policy sets out how VolkerWessels UK expects its employees and representatives to behave in operations throughout the UK and for all its subsidiary Companies. Integrity will ensure the future success of our business and for this reason violation of this policy will be treated with the utmost seriousness in line with disciplinary procedures.

Scope

This policy applies to employees employed by a VolkerWessels UK Company and employees of all its subsidiary Companies (staff, agency, contract and temporary). Other individuals performing functions in relation to the Company, such as sub-contractors or suppliers are also expected to adhere to it.

Summary

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made by an employee who has a reasonable belief that the disclosure is in the public interest and that any of the following is being, has been, or is likely to be committed:

- A criminal offence.
- A miscarriage of justice.
- An act creating risk to health and safety.
- An act causing damage to the environment.
- A breach of any other legal obligation.
- Concealment of any of the above.
- Any other inappropriate, dishonest or unethical behaviour, including breach of the VolkerWessels UK Integrity Policy.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, as a direct result of a disclosure he/she has made.

The Company encourages workers to raise their concerns under this procedure in the first instance. If a worker is not sure whether or not to raise a concern, he / she should discuss the issue with the Compliance Officer.*

Summary (Continued)

Please use the following points to guide the decisions you make:

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- An allegation made in bad faith, maliciously or with a view to personal gain will be considered to be a disciplinary offence.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue. However, sometimes the need for confidentiality may prevent the Company from providing specific details of the investigation or any disciplinary action taken as a result. Any information provided should be treated as confidential information.
- No employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because he / she has raised a concern in good faith.
- Victimisation of an employee for raising a qualifying disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the Company's disciplinary procedure will be used, in addition to any appropriate external measures.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to their line manager or the Compliance Officer.

Procedure

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her own contract has been, or is likely to be, broken, he / she should use the Company's grievance procedure to raise their concerns.

All information supplied under the provision of the procedure will be treated in confidence by line managers, the VolkerWessels UK Executive Committee and the VolkerWessels UK Board.

In the first instance contact your line manager and raise the concerns you have. If for any reason you are not able to do this or do not want to speak with your Line Manager please contact the Compliance Officer.

An appropriate person or persons will be appointed to investigate the matter raised; this may involve obtaining written and/or verbal statements from the employee raising the concerns.

The matter will then be discussed at the relevant board level and a decision made as to appropriate action to be taken, which may include disciplinary action against employees found to have committed an act or acts of misconduct.

If the person disclosing the information is unhappy with the investigation they should contact the Compliance Officer.

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Responsibilities

All employees have a responsibility to carry out their roles and duties for the business with complete integrity, this includes disclosing any wrongdoing or potential wrong doing they become aware of.

A confidential line has been set up for the purposes of reporting any potential wrongdoing by employees or representatives of VolkerWessels UK, if you feel unable to follow the above procedure. The telephone number is 01992 305 118, messages can be left seven days a week, 24 hours a day and will be actioned as soon as possible.

The VolkerWessels UK Chief Executive Officer holds ultimate responsibility for implementing this policy.

Protection and Support for Whistleblowers

It is understandable that whistleblowers are sometimes worried about possible repercussions. The Company aims to encourage openness and will support employees who raise genuine concerns under this policy, even if they turn out to be mistaken.

Employees must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Compliance Officer immediately. If the matter is not remedied you should raise it formally using the Company's Grievance Procedure.

Staff must not threaten or retaliate against whistleblowers in any way. Any employee involved in such conduct may be subject to disciplinary action. In some cases the whistleblower could have a right to sue the employee personally for compensation in an Employment Tribunal.

Monitoring and Review

The VolkerWessels UK Executive Committee will review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate.

Law Relating to this Policy

- Bribery Act 2010.
- Employment Rights Act 1996.
- Public Interest Disclosure Act 1998.
- Public Interest Disclosure Act (Prescribed Persons) Order 1999 (SI 1999/1549).
- Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2010 (SI 2010/131).

The legislation protecting individuals who make a protected disclosure applies not only to employees but also to any person who undertakes to do or perform personally (or otherwise) any work or service for the employer, regardless of the nature of the contractual relationship between them.

*Compliance Officer Role Holder: Naomi Connell CFO, VolkerWessels UK