

Legate Group Limited Whistleblowing Policy

1. Introduction

Employees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing, or making use of in any form whatsoever, such confidential information.

However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (clause 2) and the disclosure must also be made in an appropriate way (clause 3). Whistleblowing protection is confined to a disclosure which, in the reasonable belief of the employee making the disclosure, is made in the public interest.

Legate Group Limited ("the Company") is committed to compliance with the Bribery Act 2010. The Company actively encourages a culture of honesty and openness and therefore all staff are required to report any issue that, in the employee's opinion, might constitute bribery or corruption.

2. Specific Subject Matter

If, in the course of employment, a member of staff becomes aware of information which they reasonably believe tends to show one or more of the following:

- 2.1 That a criminal offence has been committed, is being committed or is likely to be committed.
- 2.2 That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- 2.3 That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- 2.4 That the health or safety of any individual has been, is being, or is likely to be, endangered.
- 2.5 That the environment, has been, is being, or is likely to be, damaged.
- 2.6 That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
- 2.7 That the business or any associated person has been, is being, or is likely to be receiving or offering bribes.
- 2.8 That any foreign official has been, is being, or is likely to be bribed or offered facilitation payment by the company or any associated person.

they must use the Company's disclosure procedure as set out below.

3. Disclosure Procedure

- 3.1 Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to the Director so

that any appropriate action can be taken.

- 3.2 Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.
- 3.3 However, failure to follow this procedure may result in the disclosure of information losing its 'protected status.'
- 3.4 For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to the Director.

4. Training and Monitoring

All employees and consultants will be required to undertake annual training in relation to this policy and other related matters including fraud awareness.

5. Responsibility for Compliance and Scope of Policy

- 5.1 This Policy applies to all employees, consultants, agents, contractors, subcontractors, business partners and any other parties (including individuals, partnerships and bodies corporate) associated with the Company.
- 5.2 It is the responsibility of all of the abovementioned parties to ensure that they comply with all aspects of this policy and, where appropriate, to report incidents to the Company's director.

This policy has been approved & authorised by:

Name: Tony Clarke

Position: Director

Version Control:

| Version | Date | Date Approved | Next Review Date |
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| V1 | 30/09/2015 | 01/10/2015 | 30/09/2017 |
| V2 | 01/10/2017 | 01/10/2017 | 30/09/2019 |
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