



Summit Timber Group Ltd : Public Interest Disclosure (Whistleblowing) Policy

What this policy covers

This policy applies to employees, workers, and contractors. The Group strives to safeguard and act in the interest of the public and its staff. It is important that any fraud, misconduct, or wrongdoing by employees or other agents is reported and properly addressed. The Group encourages concerns to be raised responsibly and prefers that issues are dealt with properly rather than kept quiet.

Your responsibilities

You are encouraged to report any practice or action by a Group Company, its employees, or agents that you reasonably believe is against the public interest, including:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- A danger to health and safety
- An attempt to conceal information on any of the above

Potential Modern Slavery concern

Individuals raising legitimate concerns will not suffer detriment during or after employment. The Group will protect individuals from intimidation or harassment.

Note: This policy is not for complaints about personal circumstances (e.g., treatment at work); those should be raised under the relevant Group Company **Grievance Procedure**.

Procedure

- Raise concerns first with your manager.
 - If your manager is involved or you prefer not to approach them, raise the issue with a more senior person.
 - All matters will be investigated promptly and confidentially.
 - You will be informed of the outcome and any remedial action.
 - If no action is taken, reasons will be explained.
 - Allegations will be treated in confidence, and you will be protected from victimisation or harassment.
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Escalating your concern

If dissatisfied with the response, escalate in writing to a Summit Timber Board Member or your Operating Company Managing Director

If still unresolved, report to the proper authority, such as:

- HM Revenue & Customs
- Financial Conduct Authority
- Health and Safety Executive
- Environment Agency or Scottish Environmental Protection Agency
- Information Commissioner

If unsure, seek advice from **Protect** (Independent Whistleblowing Charity):

- Email: whistle@protect-advice.org.uk
- Tel: 0203 117 2520
- Website: www.protect-advice.org.uk

Important

- False or malicious allegations, or involvement in wrongdoing, may lead to disciplinary action up to dismissal for gross misconduct.
- Do not disclose details to non-relevant third parties or publicise concerns.