Whistleblowing Policy

Equation Limited trading as Equation Recruitment · Version 1.2 · 31 October 2026

What it's for

Use this to report **wrongdoing** — something illegal, unsafe, or unfair to others. For example: underpayment, unsafe work, falsified timesheets, exploitation, discrimination, fraud or a data breach.

(If the problem is about how *you* have been treated, use our Grievance Procedure. Not sure? Just tell us — we'll use the right route.)

How to report

- **Online:** Raise a concern at equationrecruitment.co.uk/policies — you can stay anonymous
- **Phone:** 01869 323444 (out of hours 07444 368 155)
- **Email:** jason@equationrecruitment.com
- Or tell Bradley Newman or Jason Norman directly.

What happens next

1. We acknowledge your report within **2 working days** (unless you stayed anonymous and left no way to reach you).
2. Jason Norman looks into it. If it's about him, an independent person with no involvement does.
3. We tell you what we did, as far as we can.

Your protection

- You only need a reasonable belief — not proof.
- You will **not** lose shifts, pay or work for reporting. Treating you badly for reporting is a disciplinary matter.
- We keep your identity confidential.

Outside bodies (you can go to them at any time)

- **Fair Work Agency** — 0800 432 0804 — pay, holiday pay, agency standards, our licence
- **Health and Safety Executive** — 0300 003 1647 — danger at work
- **HMRC** — tax · **Information Commissioner** — data, 0303 123 1113
- **Protect** — free whistleblowing advice
- **Modern Slavery Helpline** — 08000 121 700

Owner: Jason Norman, Managing Director. Reviewed every year.