



Whistleblowing

Policy Statement

Trust and integrity are vital to City Property (Glasgow) LLP and we must be able to trust each other to behave honestly. Misconduct and malpractice breach trust and endanger the company's reputation. The best way of protecting trust is for any persons who have genuine suspicions about wrongdoings to speak up.

Where someone believes that there has been a breach or there is likely to be a breach of the law or company policy, there is legislation to protect any such person who speaks up. This type of speaking up is commonly known as 'whistleblowing'.

City Property advises any such person to Glasgow City Councils whistleblowing line. This is an anonymous and confidential telephone line to report any apparent fraud or irregularity that is going on. Your call will be treated very seriously and investigated fully. The number is **0141 287 3777**.

Subject Matters of Disclosure

This policy will apply in cases where you genuinely and in good faith believe that one of the following circumstances has occurred, is occurring, or is likely to occur within the Company. This list is not exhaustive.

- Conduct which is a criminal offence or a breach of the law.
- That the health and safety of any individual has been, is being or is likely to be endangered.
- The unauthorised use of public funds.
- Fraud, corruption and dishonesty.
- Failure to comply with legal obligations.
- That a member of City Property staff has been, is being or is likely to be harassed or bullied

What if I am not sure of the facts?

You do not have to be 100% sure. If you have a genuine suspicion, then come forward and explain your concerns. The key point to remember is that you should not leave it until it is too late.

What will the Consequences be for me?

Where a disclosure is made in good faith and where you reasonably believe that the information disclosed and any allegation contained in it is substantially true, you should feel confident about speaking up.

However, if any disclosure is made in bad faith, or concerns information which you do not substantially believe is true, or if you have been actively involved in wrongdoing, you will not have automatic immunity from disciplinary or criminal proceedings.

Will it be thought that I am malicious?

The important thing to remember is that if you genuinely act in the best interests of the company and its employees, your actions will not be viewed as malicious. However, you should be careful and remember the point above about judging whether something is a mistake in a system or process, so you should be careful when making any disclosures if the act of doing so means you commit a criminal offence.

How will I know whether action has been taken?

The Business and Governance Manager within City Property will give you feedback on any outcome. Any investigation may take some time but you will be told in due course whether your suspicions were well founded and what action is taken about them.