

UrbanLeaf Whistleblower policy

Purpose

UrbanLeaf is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and UrbanLeaf's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing. This whistleblowing policy is intended to cover protections for you if you raise concerns regarding UrbanLeaf, such as concerns regarding:

- Unlawful activity;
- Activities that are not in line with UrbanLeaf's policies, including the code of conduct
- Activities not in line with UrbanLeaf's vision, mission and values
- Activities, which otherwise amount to serious improper conduct.

Safeguards

Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations - This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern;
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations - Allegations in bad faith may result in disciplinary action.

Procedure:

The process for Raising a Concern Reporting- The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to, unethical or illegal conduct, may be reported directly to: your team Leader, Regional Manager, the companies Business Manager – Jen@urbanleaf.co.uk or an UrbanLeaf Director. You can also raise any concern to the Charity that you are representing or the Fundraising Regulator 0300 999 3407.

Employment-related concerns should continue to be reported through your normal channels such as your team Leader or Regional Manager