



CONFIDENTIALITY REPORTING POLICY

Rotunda have a confidential reporting system, which is available to everyone irrespective of length of service or the position they hold with us. We as a caring employer trust you will not need to use the process. However, you should be aware of its availability and purpose.

The main purpose of the system is to provide you with ready access to a safe and effective means of reporting any matters regarding the business and/or its employees, no matter how serious, in the full knowledge that the report will be dealt with in the strictest confidence and you will be protected against any detriment.

Any serious concerns that employees have about any aspect of service provision or the conduct of members of Rotunda Ltd or others acting on Rotunda Ltd.'s behalf can be reported under this policy. In reporting your concerns your choice of a person in a position of seniority within the company will be respected, as will protection and confidentiality for you.

Rotunda will support anyone who makes a confidential disclosure and seek to protect them from any reprisals or victimisation.

If you come forward with a concern, you can be confident that your employment will in no way be affected. This applies equally if anyone comes forward in good faith with a concern, which turns out later not to have been justified.

If anyone tries to discourage you from coming forward to express a concern, we will treat this as a serious disciplinary offence. In the same way, anyone who criticises, or victimises, you, after a concern has been expressed will be dealt with under the disciplinary process.

It is acknowledged that it is never easy to report a grave concern, particularly one which may relate to an unlawful act. However, you are urged to come forward with any concerns at the earliest opportunity, so that matters can be properly investigated so they are dealt with promptly and effectively, before any problems get out of our control.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	1 st March 2024	Annual	28 th February 2025	