

Together in Powering the Future

CD004 WHISTLEBLOWING POLICY & PROCEDURE

V2

TOGETHER IN POWERING THE FUTURE

The world of energy is changing and we are too. We're harnessing our 20+ years of experience in traditional energy markets and pushing forward our boundaries to enter a new era supporting the full energy mix and technology sectors. Visuna are here to power forward together into a brighter, cleaner and more reliable future.

At Visuna, we are on a journey with you in the energy transition. We are here to offer support in moving into sustainable markets at such an exciting time for energy and IT sectors.

Transformation is happening rapidly, and at Visuna we pride ourselves on our dedication to supporting companies in their energy innovation goals. As a leading recruitment company, we provide [global workforce solutions](#) in energy & tech. We serve as a transparent & reliable strategic partner to connect our world-class talent to you.

Our Mission & Values

Visuna's mission is to deliver maximum value to our clients and enabling opportunity insight. By providing an honest, flexible and proactive service, we find the right solutions for both our candidates and clients.

It has been consistently important to us to provide the best service to our clients and key strategic partners over the years. At Visuna we believe we owe confidence and loyalty to those that we work with. We provide a friendly and sincere service to those we meet along the way.

It is important to us to provide a down to earth, no nonsense, and sincere foundation for interactions with the energy & tech communities. Visuna stand as a passionate and proactive organisation on the world stage. We stand together moving into powering the energy transition to a greener world overall via renewable energy sources.



Growth

We thrive on evolving and pushing our boundaries



Reliability

We honour our commitment to finding the right solution



Agility

We are proactive and flexible in challenging circumstances



People

We believe that together we can make a difference by showing care and being respectful



Honesty

We are straightforward and build our reputation on trust

Introduction

This policy outlines what you should do if you suspect that something happening at work is putting you or others in danger or is illegal or unethical.

It applies to all employees, contractors, consultants, officers, interns, casual and agency workers. It does not form part of your contract of employment and can be amended at any time.

What is Whistleblowing?

The term 'whistleblowing' can be defined as raising a concern about a wrongdoing within the Company. The concern must be a genuine concern about a crime, criminal offence, injustice, dangers to health and safety or the environment – and the cover up of any of these.

All concerns will be taken seriously and will be thoroughly investigated. You will not suffer prejudice as a result of 'whistleblowing.'

The types of concerns you may want to raise with us by whistleblowing include:

- any activity you suspect;
- is criminal;
- puts health and safety at risk;
- may damage the environment;
- is an injustice;
- breaches our policy on bribery and corruption;
- is a failure to comply with legal or regulatory obligations;
- is a failure to meet professional requirements; or
- is an attempt to conceal one or more of these activities.

Whistleblowing is different from a complaint. Simple personal matters, such as how other people are treating you, are considered a complaint. If you have a complaint, please use the Visuna – CD004a Grievance Policy and Procedure.

How to raise a Whistleblowing concern

In most cases, you should start by raising your concerns with your manager, either face-to-face or in writing.

If you would prefer not to go to your manager, or your manager fails to address all your concerns, you should write to one of the Company's Directors. You should also do this if your concerns are of a profoundly serious nature.

If you raise a concern in writing, please state you are raising your concerns under this policy and then explain what they are. Include all the key facts, dates, and the names of the people involved.

A meeting will be arranged for you to discuss your concerns. You are entitled to be accompanied at this, and any subsequent meetings, by a colleague or trade union representative. All meetings will be conducted under strict confidentiality and this will be made clear before and after any meeting of this nature.

After the initial meeting, the Company will investigate concerns that have been raised and may require further meetings. In some cases, specialists may be involved with particular knowledge or experience of the issues that have raised.

The Company will keep you informed as far as is reasonable to do so. Sometimes, however, the Company may be unable to give you details about the investigation (or any action it leads to) so as to protect confidentiality.

All concerns must be raised in good faith and will be dealt with fairly. If the Company suspects that allegations are being raised disingenuously or out of malice or for profit, action may be taken under our disciplinary policy and you may be dismissed for misconduct, or even gross misconduct.

Confidentiality and anonymity

There is a significant difference between wanting to keep your concerns confidential and making a disclosure anonymously. The Company actively discourages anonymous whistleblowing.

You are always encouraged to raise concerns openly, and if you prefer to do so in confidence we will do all that we can to ensure your identity remains hidden. Your identity will only be disclosed with your permission.

You are protected from reprisals under this policy. Should you have further concerns, please discuss these with the Company and all reasonable measures will be taken to accommodate your concerns.

Concerns raised anonymously are exceedingly difficult to investigate. The Company cannot properly establish whether your allegations are credible without being able to ask you for more details or for clarification, and this makes it hard to reach an informed decision. This is why the Company urges you not to report matters anonymously.

How the company protects whistleblowers

If you raise a concern in good faith under this policy, you will be supported fully even if the Company finds through our investigations that you made a mistake. However, if you feel you have been treated detrimentally as a result of raising a concern, you must tell us at once. First inform your manager and, if the matter remains unresolved, you must follow the formal process in our grievance procedure.

All whistleblowers are afforded the same protection, so you must not threaten others who have raised concerns. You may face disciplinary action if the Company finds that you have.

You can seek further advice on whistleblowing, protecting confidentiality, and being protected from reprisals from <https://www.gov.uk/acas> or <https://protect-advice.org.uk/>

Taking your concerns outside of the company

This policy outlines the process for raising, investigating, and resolving wrongdoing within the workplace. It is rarely necessary for anyone outside the Company to become involved when a whistleblowing allegation is made.

In some exceptional circumstances, you may need to go to an external body such as an industry regulator <https://www.gov.uk/acas> or <https://protect-advice.org.uk/>

This policy covers the actions of third parties such as suppliers, service providers, and clients, as well as our staff. Should you have concerns about a third party, you are encouraged to raise them with us before approaching anyone else. Your manager will be able to explain how you should proceed.

Alerting the media to a concern, particularly before or during an internal investigation, is almost never justified or appropriate. The Company strongly discourages you from doing so and will treat any contact with the press as a serious disciplinary issue possibly warranting dismissal unless exceptional circumstances exist. The Company would normally expect you to have taken all reasonable steps to deal with the matter internally or with an external regulator, and to have taken full advice from a lawyer or Public Concern At Work, before approaching the press.

Change Table

Version	Date	Description	Approved by
2	12 Jun 2025	<ul style="list-style-type: none"> Version Control added External further support contact links updated 	K Walker