



# at home

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## Policy on whistleblowing

### Whistleblowing Policy for At Home Catering Ltd

#### 1. Introduction

At Home Catering Ltd is committed to maintaining the highest standards of integrity and ethical behaviour in all aspects of our operations. We encourage openness, honesty, and accountability among all employees. This Whistleblowing Policy provides a framework for employees to raise concerns about unethical behaviour, illegal activities, or any other misconduct within the company without fear of reprisal.

#### 2. Scope

This policy applies to all employees of At Home Catering Ltd, including full-time, part-time, temporary, and contract workers. It covers concerns related to unethical behaviour, fraud, corruption, violations of company policies or procedures, health and safety hazards, discrimination, harassment, or any other misconduct that may impact the company's reputation or operations.

#### 3. Reporting Procedure

Employees are encouraged to report concerns or suspected violations of company policies or laws through the following channels:

- Directly to their immediate supervisor or manager.
- Through the designated whistleblowing hotline, email address, or online reporting system, which will be maintained by the HR department.
- To the CEO or another member of senior management if they believe their immediate supervisor is involved in the alleged misconduct.

Employees should provide as much detail as possible when reporting concerns, including dates, times, individuals involved, and any supporting evidence or documentation.



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## 4. Confidentiality

All reports of misconduct will be treated with the strictest confidence to the extent possible, considering the need to investigate and address the reported concerns effectively. Information about whistleblowers will only be disclosed on a need-to-know basis and in compliance with applicable laws and regulations.

## 5. Non-Retaliation

At Home Catering Ltd prohibits retaliation against employees who make good-faith reports of misconduct or participate in investigations related to whistleblowing concerns. Any form of retaliation against whistleblowers will be subject to disciplinary action, up to and including termination of employment.

## 6. Investigation and Resolution

Upon receiving a report of misconduct, the company will promptly initiate an investigation to determine the validity of the concerns raised. The investigation will be conducted impartially and thoroughly, and appropriate action will be taken based on the findings. Employees involved in the investigation will be provided with an opportunity to present their side of the story and respond to allegations.

## 7. Protection of Whistleblowers

At Home Catering Ltd is committed to protecting whistleblowers from adverse consequences as a result of reporting concerns in good faith. Any attempts to harass, intimidate, or retaliate against whistleblowers will not be tolerated and may result in disciplinary action.

## 8. Communication and Training

This Whistleblowing Policy will be communicated to all employees upon their induction and made readily available through the company's intranet or employee handbook. Regular training will be provided to ensure that employees understand their rights and obligations under this policy.

## 9. Compliance and Review



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This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or revisions to the policy will be communicated to all employees in a timely manner.

## 10. Contact Information

Employees can report whistleblowing concerns through the following channels:

At Home Catering  
Policy on whistleblowing  
Policy date: 2023- 2024  
Review date: April 2025  
Responsibility: Senior management team