Whistleblowing Policy

1. Purpose

R.R. Alden Oxford Ltd is committed to conducting business with honesty, integrity, and transparency. This policy is designed to encourage and enable employees and others working with us to raise serious concerns internally without fear of reprisal. It ensures that any individual can disclose wrongdoing or suspected wrongdoing at an early stage in the right way.

2. Scope

This policy applies to all:

Employees (full-time, part-time, and temporary)
Contractors
Agency workers
Suppliers
Consultants
Volunteers
Other third parties working with or on behalf of R.R. Alden Oxford Ltd

3. What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

Criminal activity
Failure to comply with legal or regulatory obligations.
Miscarriages of justice
Health and safety risks (including risks to the public)
Environmental damage
Modern slavery or human trafficking
Food safety breaches or fraudulent food safety documentation
The deliberate concealment of any of the above

This policy is not for personal grievances (e.g., bullying, harassment, or discrimination complaints), which should be handled under our Grievance Procedure.

4. Raising a Concern

Concerns can be raised verbally or in writing. You are encouraged to raise them internally first using one of the following methods:

Line Management:
Speak to your direct line manager or supervisor.
Designated Whistleblowing Officer: Olympia Tzouvani
Email: olympia@aldenoxford.co.uk

Alternative Contact (if required):
Radion Garastej
Email: Radion@aldenoxford.co.uk
Concerns may be raised anonymously, though it may limit our ability to investigate effectively

5. Investigation and Outcome

All concerns will be:
Treated seriously and fairly
Investigated thoroughly and promptly
Managed in confidence, where possible

Where possible, the whistleblower will be informed of the outcome, subject to legal constraints or confidentiality obligations.

6. Protection and Support

R.R. Alden Oxford Ltd is committed to protecting whistleblowers from:
Dismissal
Disciplinary action
Threats or other unfavourable treatment as a result of repeating concerns

Any such retaliation will be treated as a disciplinary matter and could result in dismissal.

7. False or Malicious Allegations

If an individual knowingly makes a false or malicious allegation, this will be treated as a disciplinary matter and could lead to action including dismissal.

8. External Reporting

If you feel unable to raise a concern internally, you may contact prescribed external bodies, such as:

Food Standards Agency (FSA)
Health and Safety Executive (HSE)
Environment Agency
HM Revenue & Customs
The Police
A full list of prescribed persons can be found on the UK Government website.

9. Confidentiality

All disclosures will be treated in confidence, and every effort will be made to protect the identity of the whistleblower. However, in some cases, it may not be possible to maintain anonymity if required for a fair investigation.

10. Policy Review

This policy will be reviewed annually or in response to changes in legislation or business needs.