



Sleepeeze

ESTABLISHED 1924

Whistleblowing (Disclosure of Information) Policy	Date of Issue: June 2025
	Review Date: June 2026

Introduction

Sleepeeze Ltd (the Company) is committed to achieving and maintaining the highest possible standards regarding conduct at work, service to its customers, and all its working practices. To this end, we encourage employees to raise all matters of genuine concern about malpractice, illegal acts or failure to comply with appropriate standards of behaviour without fear of reprisal.

Definition

Whistleblowing refers to the act of the disclosure of information to the employer or the relevant authority by an individual who knows, or suspects, that the organisation is responsible for or taken part in some wrongdoing.

Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998.

Qualifying disclosures

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that you genuinely and reasonably believe is in the public interest and shows that the organisation has committed a “relevant failure” by:

- committing a criminal offence
- failing to comply with a legal obligation
- a miscarriage of justice
- endangering the health and safety of an individual
- environmental damage or
- concealing any information relating to the above.

These acts can be in the past, present or future. For example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. Sleepeeze will take any concerns that you raise relating to the above matters very seriously.

Employees must reasonably believe that the disclosure is “in the public interest”. We encourage you to use the procedure to raise any such concerns.

Should the concern not meet the requirement to be a qualifying disclosure, you should raise this under the Company’s grievance policy. Where a concern is raised under the whistleblowing policy where it is not appropriate to do so, i.e. it relates to a personal grievance,

the receiving manager will confirm that the matter will be addressed under the grievance policy.

Scope

The policy applies to all employees of Sleeppezee

Equality Statement

The company has a duty to ensure that no person receives less favourable treatment from the organisation on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, religion or belief, race, sex or sexual orientation or whether they are employed on a permanent or fixed term basis

Data Protection

The Company will only share information that meets the requirements of the General Data Protection Regulations 2018. Confidentiality and impartiality will be exercised by the company at all times.

Procedure

In the first instance you should report any concerns you may have to your line manager or the HR Team, where the concern relates to your line manager or it is not appropriate to make the report to your line manager. All concerns reported will be treated in the utmost confidence.

The Company has a confidential email address hotline@sleeppezee.co.uk to report your concerns. Alternatively, you may submit your concerns using the Whistleblowing Disclosure Form or a preferred format. Where a concern is raised verbally, you may be asked to confirm this in writing or to confirm a written record of a verbal report.

Following receipt of a disclosure made under this policy, an investigation meeting will be held with you within 5 working days. The purpose of this meeting is to gather as much information as possible from you regarding your concerns, including whether you have any supporting evidence or can identify any witnesses.

After this meeting, the investigating manager will commence a full investigation into the concerns raised. The investigating manager will aim to gather all relevant information including relevant documentary evidence or witness statements and complete the investigation within 10 working days following receipt of the disclosure. If this is not possible, you will be notified in advance of the extended completion deadline.

Once the investigation is complete, the investigating manager will write to you confirming the outcome.

If you are not satisfied with the explanation or outcome, you may raise a formal complaint via the Company's grievance policy.

Alternatively, if you are unsure about using the Company's confidential hotline, you can contact the **free** Advice Line provided by Protect (the UK's leading whistleblowing charity) on 020 3117 2520 or via their website www.protect-advice.org.uk

Formal action

Should formal action be required as a result of any disclosure made under this policy, this action will be carried out in accordance with the applicable internal policy. Any potential sanctions imposed will be fair and reasonable in line with the relevant policy.

Protection against detrimental treatment

Employees who raise matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure.

Bullying, harassment or any other detrimental treatment towards a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

Policy Review

This policy is reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness. Any changes required will be implemented and communicated to our workforce.

Please note: It is the responsibility of all employees to ensure that they have familiarised themselves with the most recent policies and procedures.



Signed:

Steve Warren - Managing Director

Date: June 2025