

# WHISTLE BLOWING POLICY

**ALUCRAFT**  
REFLECTING EXCELLENCE

Alucraft Systems Ltd. requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Alucraft Systems Ltd., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the intention of the company to create a culture that fosters and embraces openness whereby all individuals (employees, service users, next of kin/significant others and/or visitors) feel safe to discuss their opinions, views and/or concerns without fear of recrimination or punishment. Where the company discovers fear and intimidation it will respond vigorously and will conduct a thorough examination of all its processes and take action to reverse this culture.

The Company expects all staff to conduct themselves professional and to deal with any concerns or complaints without prejudice. However, very occasionally an individual might feel that the normal complaints route is unavailable to them and they to take their concerns or complaints elsewhere. This practice has become knowing as "WHISTLE BLOWING". The Company wishes to make it clear that it will respect and safeguard the identity and interest of the "whistle-blower" at all times.

Anyone filling a written complaint concerning a violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence.

Alucraft Systems Ltd. has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisors or are not satisfied with your supervisor's response, you are encouraged to speak with Ian Davy, Managing Director, who has the responsibility to investigate all reported complaints.



3rd February 2020

Ian Davy  
Managing Director

Date