



## WHISTLEBLOWING POLICY

Silbury Marketing Ltd. acknowledge and embrace the importance of having a confidential reporting system for staff to be able to report their concerns relating to product safety, integrity, quality and legality. A confidential, anonymous and accessible system has been designed in order to allow staff the ability to report their concerns to the appropriate body, in order to resolve the issue.

Staff are trained either at induction or at the introduction of this policy in the Whistleblowing Policy procedure. Silbury have implemented the following procedures in order to ensure any staff issues can be communicated to senior management.

Within the offices, a notice will be visible to all which details the appropriate action to raise an issue with product safety, health and safety, legality, integrity and quality. The notice details:

- A written procedure which details how to make a formal notice to senior management of Silbury Marketing Ltd (using the Silbury website contact page and generic contact details to retain anonymity)
- Contact details of local EHO
- Contact details of UK Food Certification (Silbury's certification body for BRCGS)
- Contact details of the independent "Tell BRCGS" facility.
- Contact details or M&S

If employees choose to send an anonymous notice to senior management, the Directors will receive details of the notice (both with 24 hour access to emails). The severity and subject of the notice will determine the response necessary. If product safety or legality is concerned and immediate response is required, a spontaneous Senior Management Meeting may be called in order to discuss the details of the claim and for the team to decide upon and take the appropriate actions. For less severe cases, the notice may be discussed at the next monthly meeting, with a course of action being determined and actioned at that meeting.

### **Procedure for whistleblowing:**

In order to send an anonymous query to Silbury Marketing Ltd.'s Directors, follow these steps:

- Visit [www.silbury.co.uk](http://www.silbury.co.uk)
- Click on the 'Whistleblowing' link at the bottom of the page
- **Complete the comments section to note your issue**
- Names complete leave blank or if you want to disclose your name you can
- Email address leave blank or you can add if you wish
- Click 'Submit' to send your query

Contact EHO @ Cherwell Council:	Email: <a href="mailto:hpandcompliance@cherwell-dc.gov.uk">hpandcompliance@cherwell-dc.gov.uk</a> Telephone: 01295 227990
Contact UK Food Cert (Silbury certification body)	Email: <a href="mailto:joy@ukfoodcert.co.uk">joy@ukfoodcert.co.uk</a> or <a href="mailto:info@ukfoodcert.co.uk">info@ukfoodcert.co.uk</a> Telephone: 01606 532526 / 07734 566606
'Tell BRC' Facility	Email: <a href="mailto:enquiries@brcglobalstandards.com">enquiries@brcglobalstandards.com</a> Telephone: +44 (0)20 7717 5959.
RDM M&S Out Of Hours	Telephone: 01342 870900

