



WHISTLEBLOWING POLICY

Ignite Temps Limited

1. Purpose

Ignite Temps Limited is committed to conducting business ethically, lawfully, and transparently.

This policy provides a framework for employees, workers, contractors, suppliers, and stakeholders to report genuine concerns regarding wrongdoing, misconduct, illegal activity, or unethical practices safely and confidentially.

2. Scope

This policy applies to directors, managers, employees, temporary workers, agency workers, contractors, suppliers, labour providers, subcontractors, clients, and other third parties connected to Ignite Temps Limited operations within the United Kingdom.

3. Legal and Regulatory Framework

Ignite Temps Limited is committed to complying with the Public Interest Disclosure Act 1998 (PIDA), Employment Rights Act 1996, Modern Slavery Act 2015, UK Bribery Act 2010, GLAA Licensing Standards, and Health and Safety at Work Act 1974.

4. Policy Statement

Ignite Temps Limited encourages individuals to report genuine concerns about wrongdoing or unethical conduct.

The company will investigate concerns fairly, protect whistleblowers from retaliation, maintain confidentiality where possible, and take corrective action where necessary.

5. Reportable Concerns

Whistleblowing concerns may include criminal offences, fraud, bribery, worker exploitation, modern slavery, unsafe working conditions, breaches of GLAA licensing standards, discrimination, harassment, environmental damage, concealment of wrongdoing, or retaliation against workers raising concerns.

6. Protection for Whistleblowers

Ignite Temps Limited prohibits victimisation, retaliation, dismissal, intimidation, harassment, or unfair treatment against individuals who raise genuine concerns in good faith.



Any retaliation against a whistleblower may result in disciplinary action.

7. Confidentiality

The company will make reasonable efforts to keep the identity of whistleblowers confidential where possible.

Information will only be shared where necessary to investigate concerns or where required by law.

8. Reporting Procedures

Concerns should normally be raised with a line manager, senior management, the compliance lead, or a director.

Reports may be made verbally or in writing and should include relevant details and supporting evidence where available.

9. External Reporting

Where appropriate, concerns may also be reported to relevant authorities or regulatory bodies including the GLAA, Health and Safety Executive (HSE), HMRC, or law enforcement agencies.

10. Investigation Process

Upon receiving a whistleblowing concern, Ignite Temps Limited may conduct investigations, interview relevant individuals, review records, appoint independent investigators where appropriate, and take corrective or disciplinary action if required.

11. False or Malicious Allegations

Individuals raising concerns in good faith will be protected under this policy.

However, knowingly making false, malicious, or misleading allegations may result in disciplinary action.

12. Worker Welfare and GLAA Compliance

As a GLAA-regulated labour provider, Ignite Temps Limited is committed to protecting worker welfare and identifying risks relating to exploitation, forced labour, unsafe working practices, unlawful recruitment practices, and discrimination.



13. Training and Awareness

The company may provide training and guidance regarding whistleblowing procedures, worker welfare protections, GLAA compliance, modern slavery awareness, ethical conduct, and reporting obligations.

14. Responsibilities

Management must promote a culture of openness and integrity, take concerns seriously, protect whistleblowers, and ensure investigations are conducted fairly.

Employees and workers should raise genuine concerns promptly and cooperate with investigations where required.

15. Monitoring and Review

Ignite Temps Limited will review this policy regularly to ensure compliance with UK legislation, GLAA licensing standards, ethical labour practices, and industry best practice.

16. Breach of Policy

Breaches of this policy, including retaliation against whistleblowers, may result in disciplinary action, removal from assignments, termination of employment or contracts, or referral to regulatory authorities.

17. Policy Ownership

Policy Owner: Ignite Temps Limited Management

Review Frequency: Annually

Approved By: Director, Ignite Temps Limited

Next Review Date: 12 Months from Issue Date