



Whistleblowing Policy

1. Policy Statement

Wizard Pi is committed to conducting its business with honesty, integrity and accountability. We encourage all employees, freelancers, contractors and suppliers to raise concerns about wrongdoing or malpractice at the earliest opportunity.

This Whistleblowing Policy is designed to provide a safe and confidential way to report serious concerns, without fear of retaliation. Wizard Pi will not tolerate harassment or victimisation of anyone who raises a genuine concern in good faith.

This policy is intended to comply with the **Public Interest Disclosure Act 1998 (PIDA)**.

2. Scope of This Policy

This policy applies to:

- All employees
- Freelancers and contractors
- Temporary staff and interns
- Agency workers
- Suppliers and partners (where appropriate)

It covers concerns relating to Wizard Pi's activities or those of a third party connected to the company.

3. What Is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing that is in the public interest. This may include, but is not limited to:

- Criminal activity or fraud
- Bribery or corruption
- Financial malpractice or mismanagement
- Breaches of legal or regulatory obligations
- Health and safety risks
- Environmental damage
- Discrimination, harassment or serious misconduct
- Abuse of power or unethical behaviour
- Attempts to conceal any of the above

Personal grievances (such as employment disputes) are not normally covered by this policy and should be raised through normal management or HR channels.

4. Protection for Whistleblowers

Wizard Pi is committed to ensuring that no individual suffers detriment, retaliation or disadvantage for raising a concern in good faith.

If you believe you are being treated unfairly as a result of whistleblowing, you should raise this immediately with the Creative Director.

Any individual found to have retaliated against a whistleblower may be subject to disciplinary action.

5. Confidentiality and Anonymity

All concerns will be handled sensitively and confidentially. Where possible, Wizard Pi will protect the identity of the whistleblower.

Anonymous disclosures will be considered, although anonymity may make investigation more difficult. Individuals are encouraged to provide contact details where possible to allow follow-up.

6. How to Raise a Concern

Concerns should be raised as soon as possible to allow prompt investigation.

You can report a concern in the following ways:

Primary Contact

Joshua Harvey
Creative Director, Wizard Pi
Email: josh@wizardpi.co.uk
Phone: 01527 813755

Concerns can be raised verbally or in writing.

When raising a concern, please provide:

- The nature of the concern
- Relevant background information
- Dates, locations or individuals involved (if known)
- Any supporting evidence (if available)

You do not need to prove the wrongdoing - reasonable suspicion is sufficient.

7. Investigation Process

All disclosures will be taken seriously.

Wizard Pi will:

- Acknowledge receipt of the concern
- Assess the nature and scope of the issue
- Appoint an appropriate investigator where required
- Keep the whistleblower informed where possible
- Take appropriate action if wrongdoing is identified

Investigations will be conducted fairly, promptly and with discretion.

8. External Reporting

While Wizard Pi encourages concerns to be raised internally first, individuals have the right to report concerns externally to prescribed bodies if appropriate, such as:

- HMRC
- Health and Safety Executive (HSE)
- Information Commissioner's Office (ICO)
- The police

Independent advice can be sought from organisations such as Protect (formerly Public Concern at Work).

9. False or Malicious Allegations

Concerns raised in good faith will be supported, even if they are not upheld.

However, deliberately false or malicious allegations may result in disciplinary action.

10. Review of This Policy

This policy will be reviewed regularly to ensure it remains effective, legally compliant and aligned with Wizard Pi's values.

Approved & Authorised by:

Name: Joshua Harvey
Position: Managing Director
Date: 01/05/2025

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