



## UKTV WHISTLEBLOWING CODE

### Introduction

At UKTV we value our employees and stakeholders and want you to be confident that in the unlikely situation that you have a concern regarding illegal practices, criminal behaviour or other wrongdoing which you think should be brought to someone's attention, you have a procedure through which you are able to raise the matter.

This policy is designed to provide guidance to all those who work with UKTV who may from time to time feel that they need to raise certain issues relating to UKTV with someone in confidence.

### Procedure

This policy will apply in cases where you genuinely and in good faith believe that one of the following sets of circumstances is occurring, has occurred or may occur within UKTV:

- + a criminal offence
- + a failure to comply with a legal obligation
- + a miscarriage of justice
- + the endangering of an individual's health and safety
- + damage to the environment
- + deliberate concealment of information relating to any of the above

If you believe that you have a disclosure which meets the criteria above, you should follow the procedure outlined below:

1. Raise your concern by informing the Company Secretary either verbally (Direct Line 0044 207 299 6268); in writing to The Company Secretary, 245 Hammersmith Road, London, W6 8PW or via e-mail to [sophie.pryor@uktv.co.uk](mailto:sophie.pryor@uktv.co.uk). You should state if you want to raise the matter in confidence and if you have any personal interest surrounding the issue of the concern
2. Once you have raised the concern, the matter will be investigated. You will be advised as to:
  - + who is handling the matter
  - + whether your further assistance may be needed
  - + how your concern will be handled

Accurate records of discussions and information gained throughout the investigation will be kept by the investigator. If you raised the issue you may be asked for further information.

The investigator may not be able to tell you the precise action being taken where this would infringe a duty of confidence owed to someone else. The process will be as open as possible subject to this constraint.

### Confidentiality

You can request your concerns to be treated in confidence and such requests will be respected as far as possible. However, you must be aware that action taken as a result



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of your report may lead to your identity being revealed, either by inference or as required, for example in legal or disciplinary proceedings.

If you raise issues under the policy, you are encouraged to reveal your identity to the investigator so that you can be asked for further information, if necessary, and to enable the investigator to give you feedback as to what action is being taken. However, anonymous reports will not be ignored and will always be acted upon in the same way as any other concern.

You should be aware that the policy will apply where a disclosure is made in good faith and where you reasonably believe that the information disclosed and any allegation contained in it are substantially true.

UKTV hopes that such disclosures will never be necessary. Each case will be treated on its own facts.