

PRACTICE POLICY FOR

WHISTLEBLOWER PROTECTION

PREPARED BY



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Whistleblower Protection

TPM Studio is committed to conducting its business with honesty, integrity, and accountability. We expect the highest standards of professional conduct across all aspects of our operations and project work. We encourage individuals to raise concerns about wrongdoing, unethical conduct, or serious misconduct without fear of retaliation, recognising that early reporting supports responsible governance and protects the interests of our employees, clients, and wider stakeholders.

The aim of this policy is to ensure that concerns relating to unlawful, unethical, or improper conduct are identified at the earliest possible stage, assessed objectively, and addressed appropriately. All concerns will be handled fairly, proportionately, and confidentially. TPM Studio is committed to protecting any individual who raises a concern in good faith and to fostering a culture where openness and accountability are valued.

The organisation, in providing its services, is committed to maintaining the highest standards of professional and ethical behaviour in accordance with applicable law and professional obligations. We are equally committed to ensuring that individuals can speak up safely and with confidence that their concerns will be treated seriously and without prejudice.

Our Policy's Purpose

1. Provide a clear and secure mechanism for reporting concerns about serious wrongdoing.
2. Protect whistleblowers from dismissal, disciplinary action, harassment, victimisation, or any other detriment resulting from raising a concern in good faith.
3. Ensure that disclosures relating to misconduct are reviewed promptly, investigated proportionately, and addressed appropriately.
4. Promote transparency, accountability, and responsible governance within the Practice.

What May Be Reported

Whistleblowing concerns may include, but are not limited to:

- unlawful conduct
- breaches of professional or regulatory obligations
- bribery, corruption, or financial misconduct
- human rights abuses or modern slavery concerns
- environmental harm
- health and safety risks
- serious governance failures
- unethical conduct connected to TPM Studio's operations or projects

Concerns must be raised in good faith. Individuals do not need to prove wrongdoing, but they must have a reasonable belief that the concern is genuine.

How to Raise a Concern

Concerns should be raised confidentially via:

Email: whistleblowing@tpm-studio.co.uk

Where possible, disclosures should include sufficient detail to allow appropriate review. Anonymous disclosures will be accepted, although this may limit the ability to investigate fully. Where appropriate, concerns may also be raised directly with a Director.

Our Commitments

1. Encourage openness and responsible reporting as good governance practice.
2. Treat all whistleblowing disclosures seriously and review them promptly.
3. Ensure concerns are assessed independently and proportionately, wherever reasonably practicable.
4. Maintain confidentiality wherever possible and protect the identity of whistleblowers unless disclosure is required by law.
5. Take appropriate corrective action where wrongdoing is identified, which may include internal disciplinary measures, policy updates, or referral to relevant authorities.

Protection from Retaliation

TPM Studio strictly prohibits retaliation against any individual who raises a concern in good faith.

Retaliation includes dismissal, disciplinary action, intimidation, harassment, or any adverse treatment connected to the disclosure.

Any employee found to have engaged in retaliation will be subject to disciplinary action under the organisation's disciplinary procedures. Serious breaches may amount to gross misconduct and could result in dismissal without notice.

Relationship with Other Policies

This policy operates alongside:

- Code of Conduct and Ethics Policy
- Anti-Bribery and Corruption Policy
- Modern Slavery Policy
- Equality, Diversity and Inclusion Policy
- Stakeholder Grievance and Complaints Policy

Use of this policy does not prevent individuals from exercising statutory rights under applicable law.

Monitoring and Review

Monitoring will include assessing how the Whistleblower Protection Policy is working in practice, reviewing it annually, and considering and taking action to address any issues.

The effectiveness of this policy will be reviewed as part of TPM Studio's Quality Management System governance processes.

Agreement to Follow this Policy

The Whistleblower Protection Policy is fully supported by senior management.

All staff are expected to uphold the standards set out within this policy and to act with integrity in the course of their work.

Responsibility for the Policy

For the purposes of this policy, the TPM Studio Directors will have primary responsibility for the regular review and update where appropriate. Responsibility for the appropriate and effective application of the policy within the studio rests with the Directors.

This is TPM Studio's Practice Policy concerning Whistleblower Protection, and we commit ourselves and the Company to it.



Adam Thurston RIBA
Director
TPM Studio

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