

Whistleblower Protection Policy

Introduction

Platypus Digital is committed to conducting business ethically, honestly, and in compliance with all applicable laws and regulations.

This whistleblower policy outlines our approach to protecting people who report suspected wrongdoing, so they can do so without fear of retaliation.

Purpose and scope

Core objectives

This policy aims to:

- Foster a culture of openness and accountability
- Provide safe channels for reporting concerns
- Ensure thorough investigation of reports
- Protect whistleblowers from retaliation
- Maintain confidentiality and trust
- Support organisational improvement
- Comply with legal obligations

Policy coverage

This policy is open for use by:

- all employees (permanent and temporary)
- directors
- contractors and freelancers
- clients and suppliers
- any other stakeholders in the work of the agency

Reportable concerns

Knowing what to report is essential for effective whistleblowing.

This section outlines the types of concerns that whistleblowers can report under this policy.

We've included a comprehensive list to help you understand when to use this policy versus other reporting mechanisms. If you're not sure whether your concern falls under this policy, we encourage you to report it - we'd rather receive reports that turn out to be unfounded than miss serious issues.

This is not an exhaustive list.

Criminal activity

- Fraud and financial misconduct
- Theft or misappropriation
- Bribery and corruption
- Money laundering
- Data protection violations

Legal and regulatory breaches

- Non-compliance with UK regulations or regulations of countries our campaigns are running in
- Breach of legal obligations
- License violations
- Industry standard violations
- Contractual breaches

Health and safety

- Workplace hazards
- Safety protocol violations
- Public safety risks
- Environmental dangers
- Equipment concerns

Environmental issues

- Pollution incidents
- Waste management problems
- Environmental compliance failures
- Sustainability violations
- Resource misuse

Professional misconduct

- Ethics violations

- Conflicts of interest
- Misuse of authority
- Professional negligence
- Policy breaches

Protection mechanisms

The heart of our whistleblower policy lies in how we protect those who speak up. We've developed a multi-layered approach to protection, making everything available from career impacts to personal security.

These mechanisms aren't just promises - they are commitments to supporting whistleblowers throughout and after the reporting process.

1. Confidentiality safeguards

We make sure any concerns you report are handled confidentially.

We have a secure [Google Form](#) to report concerns on. It is not shared with anyone and account access is secure.

Our procedural controls include:

- Need-to-know information sharing
- Coded case references
- Redacted documentation where appropriate
- Secure meeting protocols

2. Career protection

These are the protections in place for anyone who raises a concern.

Employment safeguards

- Protected employment status
- Performance evaluation protection
- Career development continuity
- Training access guarantee
- Role security measures

Professional Development

- Skills maintenance support
- Mentoring access
- Career guidance

3. Personal security

Risk assessment

- Individual risk evaluation
- Digital protection protocols
- Communication security
- Travel safety where needed
- Ongoing monitoring

4. Legal protection

Legal support

- Access to legal advice
- Documentation assistance

Rights protection

- Statutory rights enforcement
- Contract rights maintenance
- Employment protection
- Anti-discrimination measures

Reporting Channels

Making it easy and safe to report concerns is crucial to an effective whistleblowing system.

We've established multiple reporting channels to ensure everyone can find a method they're comfortable with. Each channel is designed with security and accessibility in mind, allowing you to choose the approach that best suits your situation and comfort level.

Secure online form

Report your concerns through our [online form](#).

In-person reporting

Arrange an in person meeting in a private meeting room or private video call with our whistleblowing officer Will Cardy.

Contact via Slack or email will@platypusdigital.com to arrange the meeting.

We encourage you to bring someone to support you if you would feel more comfortable doing so.

Investigation process

A clear, thorough, and fair investigation process is essential for maintaining trust in our whistleblowing system.

This section outlines exactly what happens when you make a report, including timelines and responsibilities. We believe transparency about our process helps build confidence in the system and encourages people to come forward.

1. Initial response (2 days)

- Report acknowledgment (if contact details are provided)
- Case number assignment
- Initial risk assessment
- Protection measures implementation
- Investigator assignment

2. Preliminary assessment (3-5 days)

- Scope definition
- Resource allocation
- Investigation planning
- Stakeholder identification
- Timeline establishment

3. Full investigation (15-30 days)

- Evidence collection
- Witness interviews
- Document review
- Expert consultation

- Progress documentation

4. Resolution Phase (within 45 days)

- Findings compilation
- Recommendations development
- Action plan creation
- Implementation strategy
- Communication planning

The outcome of the investigation will remain confidential.

Third party risk assessment

Some whistleblowing cases require additional expertise or independent oversight to ensure fairness and thoroughness.

Our third-party risk assessment process brings in external experts when needed, providing an extra layer of protection and expertise for complex or sensitive cases.

These are the things we can do where they are appropriate.

Independent evaluation

- External assessor appointment
- Risk analysis
- Stakeholder consultation
- Protection recommendations
- Implementation support

Ongoing monitoring

- Regular risk reviews
- Protection effectiveness
- Stakeholder feedback
- Adjustment implementation
- Progress reporting

Retaliation prevention

Preventing retaliation is one of our highest priorities in protecting whistleblowers. This section defines what constitutes retaliation and outlines the serious consequences for anyone who engages in it.

We take a zero-tolerance approach to retaliation, and we have robust monitoring and enforcement mechanisms to enforce that.

Prohibited actions

The following are not acceptable consequences for whistleblowers.

- Dismissal or demotion
- Disciplinary action
- Discrimination
- Harassment or intimidation
- Negative evaluations
- Social isolation

Consequences for retaliation

This is what will happen if anyone retaliates against a whistleblower.

1. Immediate investigation

- Incident documentation
- Witness statements
- Evidence collection
- Impact assessment
- Pattern identification

2. Disciplinary actions

- Warning procedures
- Suspension options
- Termination possibility
- Legal consequences
- Remedial measures

3. Corrective measures

- Policy review
- Training requirements
- Supervision changes
- Monitoring implementation
- Cultural assessment

Support services

Speaking up about wrongdoing can be stressful and challenging. That's why we provide comprehensive support services for whistleblowers.

This section outlines the various forms of support available, ensuring you have access to the resources you need throughout the process.

Internal support

- Mental health resources
- Therapy
- Mediation

External support

- Legal advisors
- Counseling services
- Financial advice
- Career support
- Family assistance

Governance and oversight

Effective oversight ensures our whistleblowing system remains robust and trustworthy.

This section explains how we monitor and improve our whistleblowing processes, including regular reviews and updates.

Our governance structure ensures accountability and continuous improvement of our whistleblowing system.

Whistleblowing Officer

Will Cardy

Email: will@platypusdigital.com

External resources

Sometimes, additional external support or guidance is needed.

This section provides information about independent organisations and resources that can offer additional support or advice.

We encourage you to use these resources whenever needed, as they provide valuable independent perspectives and support.

Independent advice

Protect (the whistleblowing charity)

- Website: <https://protect-advice.org.uk/>
- Advice line: 020 3117 2520
- Web form: <https://protect.tfaforms.net/f/Contact-the-Advice-Line>