



Whistleblowing Policy - Manstaff Ltd

Last Updated: January 02, 2025

Our Commitment to Integrity

From our Derby headquarters, Manstaff Ltd maintains an unwavering commitment to ethical conduct across all our operations. Under Nick Calin's leadership, we've created an environment where speaking up is not just encouraged—it's fundamental to our success in the manufacturing recruitment sector.

The Power of Your Voice

In the complex landscape of manufacturing recruitment, our team members are essential guardians of ethical practice. Whether you're involved in recruitment operations, candidate assessment, or placement services, your voice is crucial in maintaining the integrity of our services.

Protected Disclosure Framework

When You Speak Up

We guarantee:

- Complete confidentiality
- Thorough investigation
- Regular updates
- Protection from retaliation
- Professional support throughout the process

Areas for Vigilance

We encourage reporting of:

- Recruitment process irregularities
- Compliance violations
- Ethical concerns
- Health and safety issues
- Professional misconduct
- Documentation irregularities
- Policy breaches

Reporting Channels

Multiple Secure Options:

- Direct communication with supervisors
- HR department liaison
- Senior management access
- Confidential whistleblowing hotline
- Secure email reporting



Written reports can be addressed to:

Nick Calin, Managing Director
Manstaff Ltd
370 Osmaston Park Road
Derby, DE24 8FB

Investigation Process

Our Approach:

- 24-hour acknowledgment
- 48-hour initial assessment
- Clear investigation timeline
- Regular progress updates
- Comprehensive outcome communication

Confidentiality Protection

We ensure:

- Strict information security
- Protected identity management
- Secure documentation handling
- Limited access protocols
- Anti-retaliation safeguards

Support Framework

Available Resources:

- Professional support services
- Regular status updates
- Career protection measures
- Legal compliance guidance
- Multilingual support (English, Italian, Romanian)

Investigation Standards

Our Process Is:

- Thorough and impartial
- Professionally managed
- Time-bound
- Well-documented
- Action-oriented

Post-Investigation Commitment

We ensure:

- Implementation of necessary changes
- System improvements
- Enhanced controls
- Comprehensive feedback
- Ongoing monitoring

Training Excellence

We provide:

- Regular policy updates
- Case study training
- Role-specific guidance
- Reporting procedure updates
- Awareness campaigns



Contact Information:

Manstaff Ltd
370 Osmaston Park Road
Derby, DE24 8FB
Email: info@manstaff.co.uk
Tel: +44 7470 435 603
Web: www.manstaff.co.uk

Legal Framework

Operating within:

- UK whistleblowing legislation
- Employment law
- Data protection regulations
- Recruitment industry standards
- Professional guidelines

This policy represents our dedication to maintaining the highest ethical standards in manufacturing recruitment. Your voice is essential in upholding these standards.