



ISA Whistleblowing Policy

1. POLICY STATEMENT

- 1.1 ISA is committed to conducting its business with honesty and integrity and expects all employees to maintain high standards in accordance with the ISA Code of Ethics. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.
- 1.2 The aims of this policy are:
- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
 - To provide all employees with guidance as to how to raise those concerns.
 - To reassure all employees that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

2. WHO IS COVERED BY THIS POLICY?

This policy applies to all individuals working at all levels of the organisation, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term workers, casual and agency staff (collectively referred to as employees in this policy).

3. WHAT IS WHISTLEBLOWING?

- 3.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:
- criminal activity;
 - miscarriages of justice;
 - danger to health and safety;
 - damage to the environment;
 - failure to comply with any legal or professional obligation or regulatory requirements;
 - bribery;
 - financial fraud or mismanagement;
 - negligence;
 - breach of our internal policies and procedures including the ISA Code of Ethics;
 - conduct likely to damage our reputation;
 - the deliberate concealment of any of the above matters.
- 3.2 A **whistleblower** is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of ISA's activities (a **whistleblowing concern**) you should report it under this policy.
- 3.3 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the grievance procedure in place in your organisation.
- 3.4 If you are uncertain whether something is within the scope of this policy you should seek advice from the ISA Compliance Team, the contact details of which are at the end of this policy.



4. RAISING A WHISTLEBLOWING CONCERN

- 4.1 In many cases you will be able to raise any concerns with your line manager. You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases, they may refer the matter to the ISA Compliance Team.
- 4.2 However, where the matter is more serious, or you feel that your line manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact the ISA Compliance Team. Contact details are set out at the end of this policy.

5. CONFIDENTIALITY

- 5.1 It is ISA's intention that employees will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, every effort to keep your identity secret will be made. If it is necessary for anyone investigating your concern to know your identity, this will be discussed with you.
- 5.2 Employees are not encouraged to make disclosures anonymously. Proper investigation may be more difficult or impossible if further information cannot be obtained from you. It is also more difficult to establish whether any allegations are credible and have been made in good faith. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the ISA Compliance Team and appropriate measures can then be taken to preserve confidentiality.

6. EXTERNAL DISCLOSURE

- 6.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.
- 6.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. Employees are strongly encouraged to seek advice before reporting a concern to anyone external.
- 6.3 Whistleblowing concerns usually relate to the conduct of ISA employees, but they may sometimes relate to the actions of a third party, such as a customer, supplier or service provider. The law in many countries allows you to raise a concern in good faith with a third party, where you reasonably believe it relates mainly to their actions or something that is legally their responsibility. However, you are encouraged to report such concerns internally first. You should contact your line manager or the ISA Compliance Team for guidance.

7. INVESTIGATION AND OUTCOME

- 7.1 Once you have raised a concern, an initial assessment will be carried out to determine the scope of any investigation. You will be informed of the outcome of the assessment. You may be required to attend additional meetings in order to provide further information.
- 7.2 In some cases, an investigator or a team of investigators may be appointed including employees with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.
- 7.3 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent giving any specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.



- 7.4 If it is concluded that a whistleblower has made false allegations maliciously, in bad faith or with a view to personal gain, the whistleblower may be subject to disciplinary action.

8. IF YOU ARE NOT SATISFIED

- 8.1 The outcome you are seeking cannot always be guaranteed, but your concern will be dealt with fairly and in an appropriate way. By using this policy, you can help us to achieve this.
- 8.2 If you are not happy with the way in which your concern has been handled, you may contact the ISA compliance team. Contact details are set out at the end of this policy.

9. PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

- 9.1 It is understandable that whistleblowers are sometimes worried about possible repercussions. Openness is encouraged and employees who raise genuine concerns in good faith under this policy will be supported, even if they turn out to be mistaken.
- 9.2 Employees must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the ISA Compliance Team immediately. If the matter is not remedied, you should raise it formally using your grievance procedure.
- 9.3 Employees must not threaten or retaliate against whistleblowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

10. RESPONSIBILITY FOR THE SUCCESS OF THIS POLICY

- 10.1 The main board has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.
- 10.2 The ISA Compliance Team has day-to-day operational responsibility for this policy and must ensure that all managers and other staff who may deal with concerns or investigations under this policy receive regular and appropriate training.
- 10.3 The ISA Compliance Team will review this policy at least once a year.
- 10.4 All employees are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the ISA Compliance Team.

11. CONTACTS

ISA Compliance Team
E-mail ID – ship@isakwi.com