

## Employee Concern Form

This form is intended for use by anyone working at Zenitech (including contractors, workers and volunteers) who wants to raise a concern about wrongdoing within the company that you believe is in the public interest.

If your concern relates to a personal complaint that is not in the public interest (for example, an allegation of bullying or harassment, or that your contract of employment has been breached), you should raise it under our separate grievance procedure. If you are unsure about whether your concerns are best dealt with under the Employee Concern Policy or grievance procedure, please speak to the People Team for further advice.

This form should be completed, and sent as an email attachment with "confidential" in the subject line to your local Head of People.

If you wish to raise your concern anonymously, postal details for sending a hard copy of this form to Zenitech are detailed in our Employee Concern Policy.

Once you have submitted this form, we will follow the procedure set out in our Employee Concern Policy. We will respect your wish for confidentiality as far as this is possible.

### Formal Employee Concern

**Name:**  
*(not mandatory)*

**Job title:**  
*(not mandatory)*

**Department/organisation:**  
*(not mandatory)*

### Summary of your concern:

Please set out your concern with as much detail as possible, including the date, time, location, the identities of those involved in the wrongdoing and details of any witnesses. You may attach additional sheets if required.

<b>Nature of your concern:</b>	
Please specify if your concern is about a potential: criminal offence; failure to comply with a legal obligation; miscarriage of justice; risk to the health and safety of an individual; damage to the environment; or attempt to cover up any of these.	
<b>Outcome requested:</b>	
Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.	
<b>Declaration:</b>	
I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make any false allegations, this may result in disciplinary action being taken against me by the organisation. If you are submitting this form anonymously, you do not need to sign it, but please make sure you date it.	
Form completed by:	
Signature:	
Date:	
<b>For completion by the organisation:</b>	
Date form received by the organisation:	
Name of recipient and job role:	
Signature:	