

Supplier Assurance

Confidential Reporting (Whistle Blowing)

Isle of Man Post Office (IOMPO) is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, suppliers (either companies or individuals who provide goods and/or services to IOMPO) with serious concerns about any aspect of the IOMPO's work are encouraged to voice them through appropriate channels. In so doing, it is recognised that in certain cases, they may have to proceed on a confidential basis.

Employees and our supply chain are often the first to realise that there may be something seriously wrong within IOMPO or their own organisation. However, they may not wish to speak up about concerns because they may feel disloyal towards colleagues and their employers if they did so. IOMPO wish to make it clear that employees and suppliers can speak out without fear of victimisation, discrimination or disadvantage. Examples of issues are where there is a suspicion or direct evidence that the following have been, are being or are likely to be committed such as: a criminal offence; fraud, bribery or corruption; disregard for legislation; breach of conduct or bad working practices.

For transparency, this information is provided to convey the confidential reporting procedure to suppliers.

How to raise concerns

Suppliers to IOMPO (or their employees) wishing to report a concern should contact either:

Head of Procurement and Compliance (*contact details redacted*) or
Finance Director (*contact details redacted*)

Concerns should be made promptly so that an investigation may proceed and any preventative measures taken. Disclosures can be made in writing or verbally by telephone. Please provide as much information as possible, which may include:

- background to the concern
- individual(s) involved
- details of dates/places where the malpractice occurred; and
- the reasons for raising the matter, i.e. ground for suspicions

Where appropriate, the matter raised may:

- be investigated by IOMPO management, or through the disciplinary process
- be referred for specialist advice
- be referred to the Police or the Public Auditor
- form the subject of an independent inquiry

IOMPO does respect the concerns raised by its suppliers and will ensure that they are kept as fully informed as possible, so that they can be satisfied that the matter is being properly addressed. Therefore, subject to any legal or other constraints, the person who made the disclosure will be informed about the investigation, its outcome and any necessary action will be taken by IOMPO.

Form of Acknowledgement

To: Head of Procurement and Compliance
Isle of Man Post Office
Postal Headquarters
Spring Valley Industrial Estate
Douglas
Isle of Man IM2 1AA

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We accept that the IOMPO operates a confidential reporting (whistle blowing) procedure for its suppliers of goods and/or services.

Please accept this letter as our acknowledgement of the processes to follow.

Signature	
Name	
For and on behalf of	
Address	
Postcode	
Date	
Email Address	
Telephone Number	