

Whistleblowing Policy

Company Name:	Ikigai Consulting Group Ltd (“the Company”) – Trading as Ikigai®
Policy No.	6e
Policy Name:	Whistleblowing policy
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Ikigai Consulting Group Ltd requires directors, managers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Ikigai Consulting Group Ltd, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

About this policy

- 1.1 We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.
- 2.1 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 3.1 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Ikigai Consulting Group Ltd can address and correct inappropriate conduct and actions. It is the responsibility of all board members, managers, employees and volunteers to report concerns about violations of Ikigai Consulting Group Ltd's code of ethics or suspected violations of law or regulations that govern Ikigai Consulting Group Ltd's operations.

No Retaliation

It is contrary to the values of Ikigai Consulting Group Ltd for anyone to retaliate against any board member, manager, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Ikigai Consulting Group Ltd.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Ikigai Consulting Group Ltd has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the appointed Ikigai Consulting Group Ltd.'s Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer.

Compliance Officer

Ikigai Consulting Group Ltd.'s, Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise Nick Chenery, the Director of all complaints and their resolution and will report at least annually to the Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Ikigai Consulting Group Ltd.'s Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

External disclosures

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.

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. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

Handling of Reported Violations

The Ikigai Consulting Group Ltd.'s Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer:

Nick Chenery

Managing Director

nick@ikigai.org.uk

Policy first approved by Nick Chenery, Managing Director on 01.01.2023

Independent whistleblowing charity:

Protect

Helpline: 0203 117 2520

E-mail: whistle@pcaw.co.uk