



JAMAICA PRODUCERS GROUP

WHISTLEBLOWER POLICY

1. Introduction

Jamaica Producers Group (“the Group” or “JP”) is committed to the highest possible standards of openness, probity and accountability and to providing an environment for JP Team Members that promotes honesty, integrity and ethical conduct. In line with that commitment we expect JP Team Members, and others who we deal with, who have concerns about any aspect of the Group’s operations or management to come forward and voice those concerns. We realise that improper conduct in the workplace usually does not take place publicly, but rather behind closed doors. We encourage JP Team Members to disclose, in good faith, any improper conduct which they believe has occurred or is likely to occur.

2. Purpose of the Policy

The aims of this policy are:

- a. to ensure that JP Team Members are confident in disclosing any improper conduct, knowing that it will be taken

seriously, investigated as appropriate, and treated confidentially;

- b. to provide our team with guidance as to how to make a disclosure under this policy;
- c. to reassure JP Team Members that they will not be subject to any victimisation, discrimination or disadvantage for having made the disclosure, irrespective of the outcome.

3. Who Does this Policy Apply to?

This policy applies to:

- a. Any person who is employed by JP;
- b. Any person who used to be employed by JP;
- c. Any current or former independent contractors or consultants for JP;
- d. Any current or former interns, holiday workers or trainees (whether paid or unpaid);
- e. Any person who assists or has assisted in carrying on the business of JP Group even if that person is not entitled to receive pay or other remuneration for this assistance.

(collectively referred to as “JP Team Members” in this Policy).

4. What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to improper conduct in the workplace. Examples of improper conduct in the workplace include:

- A criminal offence;
- A failure to carry out a legal obligation¹;
- Conduct that is likely to result in a miscarriage of justice;
- Conduct that is likely to threaten the health or safety of a person;
- Conduct that is likely to threaten or damage the environment;
- Conduct that shows gross mismanagement, impropriety or misconduct in the carrying out of any activity that involves the use of JP’s funds;
- An act of reprisal against or victimisation of a JP Team Member;

¹ Under JP’s Harassment Policy, JP has an obligation to JP Team members to provide a working environment free from sexual harassment. Complaints in respect of sexual harassment should be handled under that policy. If, however, a complaint of sexual harassment is not handled in accordance with

- Conduct that tends to show unfair discrimination on the basis of gender, race, place of origin, social class, colour, religion or political opinion;
- Breaches of any of JP’s policies;
- A wilful concealment of any act or conduct described above.

This list is not exhaustive but is rather a guide intended to illustrate the range of issues which can be disclosed under this policy. JP Team Members may make disclosures about improper conduct which is occurring, which occurred in the past, or is likely to occur in the future. For a disclosure to qualify as ‘whistleblowing’, the disclosure must be made in good faith and follow the proper procedure laid out in this policy.

5. Procedure for Making a Disclosure

JP Team Members may make disclosures verbally or in writing to any of the following Designated Officers²:

- a. the General Manager of the business unit in which the person making the disclosure works;
- b. the Group CEO;
- c. the Group General Counsel;

JP’s Harassment Policy, or if the complaint relates to a representative of the Human Resources Department, the complainant may make a disclosure to a Designated Officer in accordance with this Whistle-blower Policy.

² Contact information for Designated Officers is set out in the Appendix

- d. the Chairman of the Audit Committee;
- e. The Chairman of JP Group.

For the purposes of this policy, any supervisor to whom a disclosure is made is considered a 'Designated Officer'.

5.1 Written Disclosures- If a disclosure is made in writing, as far as may be practicable under the circumstances, it should give the following details:

- a. The full name, and position and contact information of the person (s) making the disclosure;
- b. The nature of the improper conduct in respect of which the disclosure is made and the time and place where it is taking place, took place or is likely to take place;
- c. The name, position and place of employment of the person alleged to have committed, to be committing or to be about to commit the improper conduct;
- d. If there were any witnesses to the commission of the improper conduct, the name and description of the witness(es).

5.2 Verbal Disclosures- If the disclosure is made verbally, the Designated Officer receiving the disclosure, should, as soon as possible after receiving the disclosure, set out in writing those aspects of the disclosure referred to in the list above.

6. Duties and Responsibilities of the Designated Officer in respect of Disclosures

6.1 Acknowledgement of a Disclosure- As soon as possible after receiving a disclosure, but no later than ten (10) working days of receiving a disclosure, the Designated Officer must:

- a. acknowledge receipt of the disclosure; and
- b. provided that the disclosure does not relate to the Group General Counsel ('GC'), the Designated Officer must bring the disclosure to the attention of the GC in writing and copy the GC on all correspondence sent to the person who made the disclosure.

6.2 Decision whether to Investigate a Disclosure- The Designated Officer shall within thirty (30) days of receiving a disclosure determine whether investigations will be conducted in respect of the disclosure and should be guided by the following considerations in making this determination:

- a. the subject matter of the disclosure or the related investigation has been adequately dealt with, or could more appropriately be dealt with by another person;
- b. the subject matter of the disclosure is frivolous or not sufficiently important to warrant an investigation;
- c. the circumstances surrounding the subject matter of the disclosure have changed (whether by reason of a change in

circumstances, insufficiency of evidence or otherwise) so that it renders the investigation unnecessary.

The Designated Officer may also cease an investigation based on any of the grounds above.

6.3 Decision not to Investigate a Disclosure- Where the Designated Officer proposes not to carry out an investigation, he or she must, immediately communicate the reasons for the proposed decision to an Approving Designated Officer for his or her approval. The ‘Approving Designated Officer’ shall be the Group CEO, except in a case where:

- a. the Designated Officer who received the disclosure is the Group CEO; or
- b. the disclosure in question, concerns the Group CEO,

in either case, the Approving Designated Officer shall be any Designated Officer who is a director of the board of JP.

Following the approval of the proposed decision by the Approving Designated Officer, the Designated Officer must within fifteen (15) days of the approval, provide reasons in writing to the person who made the disclosure for JP’s decision not to carry out an investigation. Where the Approving Designated Officer does not approve of the Designated Officer’s decision not to carry out an investigation, the Designated Officer shall commence the investigation in accordance with this policy.

6.4 Decision to Investigate a Disclosure- Where the Designated Officer decides or is required to carry out an investigation, it should be commenced immediately.

7. Investigations

7.1 Investigations into a disclosure made under this policy will be carried out fairly and impartially. The Designated Officer conducting the investigation has a duty to ensure that the rights of the person making the disclosure, any witnesses and any person alleged to be at fault are protected.

In any hearing pursuant to this policy, the individual making the disclosure and the person against whom an allegation has been made are both entitled to be accompanied by his/her union representative, attorney, colleague or friend.

7.2 Updates on the Investigation- The Designated Officer must issue periodic updates on the progress of the investigation at intervals of thirty (30) days to the JP Team Member who made the disclosure and any other person appearing to the Designated Officer to be appropriate.

7.3 Results of the Investigation- When the investigation is complete, the Designated Officer must communicate the results of the investigation to the person who made the disclosure, and any person or body appearing to the Designated Officer to be appropriate (having

regard to the nature of the improper conduct concerned and the responsibilities of that person or body).

7.4 After the Investigation- Following the investigation the Designated Officer should, to the extent practicable:

- a. take steps to remedy the improper conduct;
- b. provide or procure the provision of redress where appropriate;
- c. take disciplinary action or procure the taking of disciplinary action, where appropriate;
- d. as far as possible, reduce the opportunity for recurrence of the improper conduct;
- e. make recommendations to JP regarding the measures to be taken to remedy the improper conduct.

8. Support for Whistle-blowers (Non-Retaliation Policy)

The Whistle-blowing Policy protects persons who, in good faith, report actual or perceived improper conduct within the Group provided that:

- a. The disclosure is made in good faith, without malice or other improper motive; and
- b. The person making the disclosure reasonably believes that the information provided in the report and any allegations contained in it are substantially true.

Persons who make a report under this policy will not be at risk of losing their job or be liable in any civil or criminal proceedings or

to any disciplinary action by reason of having made a disclosure. JP Group will not tolerate any harassment or victimization (including informal pressures) of persons who report improper conduct and will take appropriate action to protect such persons when concerns are raised in good faith. In addition, the making of an allegation of possible improper conduct will not influence JP's treatment of the person making the disclosure.

Appropriate sanctions may be taken by JP where it is determined that a report was made maliciously or in bad faith.

9. Confidentiality

All disclosures will be handled confidentially subject to any duty to disclose under applicable law or regulations. Disclosures made in confidence, which the Designated Officer cannot properly investigate without breaching confidentiality, and disclosures that are made anonymously, will only be investigated at the discretion of the Designated Officer. In exercising this discretion, the factors to be considered would include: the seriousness of the issues raised; the credibility of the disclosure; and the ability to independently confirm the content of the disclosure.

10. Reporting

A Designated Officer under this policy is responsible for maintaining a record of the number and types of Whistleblower disclosures made throughout the JP Group so that the Group may keep track of these and be able to analyze trends and take the appropriate actions.

APPENDIX

1. Designated Officers- Contact Information

If you do not wish to send an email directly to one of the persons below, you may send your disclosure to Disclosure@jpjamaica.com where the disclosure will be handled confidentially by a Designated Officer.

Designated Officer	Email	Phone number
Group CEO- Jeffrey Hall	Jhall@jpjamaica.com	8769263503
Group General Counsel- Simone Pearson	spearsen@jpjamaica.com	8769263503
Chair of Audit Committee- Kathleen Moss	kajmoss@sierrassociatesja.com	8769263503
Chairman of the Board of JPG- Charles Johnston	charlesjohnst@gmail.com	8769263503

2. Guidelines Specific to JP Team Members in Jamaica

In Jamaica, The Protected Disclosures Act governs the disclosure of improper conduct within the workplace and further guarantees that any employee who makes a report under the reasonable belief that the disclosure they are making is in the public interest and in good faith, will not be subject to any occupational detriment.

a. Offences & Penalties

Under the Protected Disclosures Act, a person who makes a disclosure knowing that it contains a statement that is false or misleading, or reckless as to whether the statement is false or misleading, or who aids, abets, procures or conspires with any other person to make such a statement, commits a criminal offence and may be subject to a fine of up to \$2 million, or imprisonment for up to 5 years, or may be both fined and imprisoned.

Designated Authority

- b. If a JP Team Member in Jamaica, does not feel comfortable making the disclosure to the Designated Officer, fears that he may suffer occupational detriment as a result of making the disclosure or having made a disclosure to the Designated Officer no action was taken within thirty days, he may make the disclosure to the Designated Authority. The Designated Authority is the Commission for the Prevention of Corruption and may make contact with the Commission at:

45-47 Barbados Avenue

Kingston 5

Fax: 960-5617

Email: corruptionprevention@yahoo.com

Website: www.cpcpd.gov.jm

APPROVED BY THE BOARD OF DIRECTORS.



C. G. Johnston Chairman

14th May 2021

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