

## WHISTLEBLOWING POLICY

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Owner	Executive Director
Reviewing Body	Executive Team

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1.1	3 year review			Yes

### About this procedure

We're committed to conducting our business with honesty and integrity and we expect all colleagues to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

### 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.

### How to raise a concern

We hope that in many cases you'll be able to raise any concerns with your line manager. However, where you prefer not to raise it with your line manager for any reason, you should contact the Whistleblowing Line that we operate within our business. Contact details are at the end of this policy.

We'll arrange a meeting with you as soon as possible to discuss your concern. A colleague or union representative may accompany you to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

## **Confidentiality**

We hope that colleagues will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we'll make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

## **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 shouldn't 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.

## **Protection and support for whistleblowers**

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern.

If you believe that you've suffered any such treatment, you should inform the Whistleblowing Officer immediately.

If the matter is not remedied you should raise it formally using our Grievance Procedure.

Threats or retaliation against whistleblowers isn't tolerated in any way. If you're involved in such conduct you may be subject to disciplinary action. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

Whistleblower Software allows colleagues to report serious matters anonymously or if you have reasonable suspicion of such matters.

## Ethics committee and whistleblowing officers

- Human Resources Director
- Chief Executive Officer
- HR Trustee

No telephone number just online. No password required.

Create a new report, this can be done written or oral, the oral choice disguises your voice.

Reporting Link: <https://whistleblowersoftware.com/secure/9a6469e0-0fbf-45c3-9a49-51eff7c555d3>.

QR Code:

