

POLICY NAME:	Whistle-blowing Policy
LEAD DIRECTOR:	Peter Hartland
LEAD PERSON/AUTHOR:	HR Dept.
ORIGINAL APPROVAL DATE:	September 2022
REVIEW / RE-APPROVAL DATE:	April 2024

1. About this Policy

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

2. What Is Whistle-blowing?

- 2.1. 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.

3. How to Raise a Concern

- 3.1 We hope that in many cases you will 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 a member of the HR Department or your Freedom to Speak Up representative, Rachel Whelan (Community Team), and Emily Cox (Donation Centre).
- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. Confidentiality

- 4.1. We hope that staff 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 will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. External Disclosures

- 5.1. 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.
- 5.2. 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. Public Concern at Work operates a confidential helpline. Their contact details can be found on their website at www.pcaaw.co.uk.

6. Protection and Support for Whistle-blowers

- 6.1. We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2. Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform a member of the HR Department immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.
- 6.3. You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to action under our Disciplinary and Capability Procedure.
- 6.4. However, if we conclude that a whistle-blower has made false allegations maliciously, the whistle-blower may be subject to action under our Disciplinary and Capability Procedure.