

## Whistleblowing Policy

### Whistle-blowing Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the business is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the business, or individuals who the business works with, or the way in which the organisation is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient. You have no responsibility for investigating the matter – it is the business' responsibility to ensure that an investigation takes place.

### Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and volunteers working on behalf of the business should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly, and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the business will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

### Procedure

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the grievance procedure.

#### Stage 1

In the first instance, any concerns should be raised with the Operations Manager, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained. The Operations Manager will take any necessary action, including reporting the matter to the Director and any appropriate government department or regulatory agency. On conclusion of any investigation, you will be told the outcome and what the business has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

#### Stage 2

If on conclusion of stage 1, you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body:

The full list of prescribed persons and bodies can be found on the UK government website at [www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies](http://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies). They include

- HM Revenue & Customs
- the Comptroller and Auditor General
- the Director of the Serious Fraud Office
- the Charity Commission for England and Wales



- the Information Commissioner
- the Equality and Human Rights Commission
- the Health and Safety Executive
- the Care Quality Commission
- the Environment Agency.

**Signed** *Rachel Wright*

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