



# **WHISTLE BLOWING POLICY**

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**Whistle Blowing Policy**

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Authorised by  
CEO/RN/Trustees

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April 2020	Updated policy	Yes

## 1. INTRODUCTION

This policy outlines what you should do if you suspect something at work is putting you or others in danger or is illegal or unethical.

## 2. PURPOSE

We aim to maintain high standards of integrity in everything we do. However, all organisations can occasionally be affected by conduct that is dangerous, against the law, or that breaches ethical or professional codes. If you have any such concerns, we encourage you to report them immediately — this is called ‘whistleblowing’. We will take your concerns seriously, they will be thoroughly investigated, and you can be confident there will be no reprisals.

## 3. SCOPE

This policy applies to all trustees, employees, contractors, consultants, officers, interns, casual and agency workers.

If you are an employee, this policy does not form part of your employment contract and we may update it at any time.

## 4. POLICY DETAILS

The types of concerns you may want to raise with us by whistleblowing might include:

- Any activity you suspect is criminal (facilitating tax evasion, for example)
- Any activity you suspect puts health and safety at risk
- Any activity you suspect may damage the environment
- Any activity you suspect breaches our Bribery policy
- Any failure to comply with legal or regulatory obligations
- Any failure to meet professional requirements; and/or
- Any attempt to conceal one or more of these activities

Speak to your Line Manager or the Chief Executive if you are not sure whether something you have become aware of is covered by this policy. If your complaint is about the way people are behaving towards you, then you should refer to our policy on Bullying and Harassment, or to our Grievance Policy, for guidance on how to proceed.

## 5. RESPONSIBILITIES

The CEO is responsible for this policy. This policy is approved and amended via the following approval route CEO/Renumeration and Nominations/Trustees.

## **6. EQUALITY, DIVERSITY AND INCLUSION STATEMENT**

All individuals will be treated equally and fairly in the application of this policy. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

## **7. RELATED DOCUMENTS**

Complaints Policy  
Dignity at Work Policy  
Grievance Policy  
Safeguarding Adults at Risk Policy and Procedure documents  
Safeguarding Children Policy and Procedure documents  
Staff Behaviour Policy (Code of Conduct)  
Whistle-Blowing Blank Form  
Whistle-Blowing Procedure

This policy is reviewed every three years.

