



Whistleblowing Policy

Purpose

A whistle-blower is someone who discovers something wrong and alerts his employer or the relevant authorities as to what is going on. The law recognises that whistle-blowing occurs and protects employees who are whistle-blowers from detrimental treatment such as dismissal. To be protected by the law a whistle-blower must fall within the stringent legal rules. Anyone who does not act in good faith or is motivated by personal gain will not be protected.

This whistleblowing Policy relates to the PIP organisation and the employees, trustees and volunteers.

We would hope you never feel it necessary to use this policy. We ask that you have exhausted in the first instances, discussions with senior managers (not necessarily your own), HR specialists or a member of the Board of Trustees. We hope that you will see whistle-blowing as a last resort if internal channels do not remedy the problem.

Relevant to all Trustees, Employees and Volunteers. All amendments to be agreed by Board of Trustees. This policy will be reviewed annually.

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1. Aims

If PIP's trustee, employee, volunteer or service user becomes aware that an activity, practice or policy carried out by the Charity is illegal, contrary to the Charity's policies or best practice or otherwise gives cause for concern, they may 'whistle blow' by informing the Charity's Partnership Manager or Trustees.

If it is felt that the Partnership Manager or Trustees have not resolved these matters satisfactorily, the person can raise these matters with the appropriate regulatory body e.g. the police, social services or the Charity Commission.

Examples of such concerns could include financial malpractice, a criminal offence, endangering health and safety, damage to the environment, or incompetent practice.

The Public Interest Disclosure Act 1999 (e.g. health and safety problem disclosure is to the Health and Safety Executive; Fraud: Secretary of State for Trade and Industry; consumer protection matters: Local Authority Consumer Protection Unit; tax matters: the Inland Revenue) protects workers from victimisation when they blow the whistle inside and (if there is good reason) outside of the organisation.

PIP is committed to maintaining the highest standards of honesty, openness and accountability in all aspects of its role and responsibilities. Trustees, employees, volunteers, service users of PIP are therefore assured that they can confidentially raise concerns that relate to improper behaviour within the organisation without putting their relationship with PIP or in the case of employees, their jobs, at risk.

PIP strongly encourages everyone to feel confident enough to report any concerns they may have using the organisation's own whistleblowing procedures (below).

Providing people make a report in good faith then even if their concerns are not confirmed by subsequent investigation, their actions will be valued and appreciated.

Employees will not be liable to disciplinary action as a result of whistleblowing and their job will not be at risk. Only if a false report is made maliciously or for personal gain, or if an employee knowingly withholds information that they should have disclosed, will they be liable to face disciplinary action.

PIP will take all reasonable steps to preserve anonymity of any whistle-blower whenever possible.

The independent charity Public Concern at Work can give advice about whistleblowing and raising concerns about serious malpractice. Their telephone number is 020 7404 6609 and their website is www.pcaw.co.uk.

2. PIP Whistleblowing Procedure

If you suspect malpractice, incompetence, a criminal offence, inadequate health and safety practice or if you have any other serious concerns about the way the organisation or an employee, trustee, volunteer or fellow colleague is conducting themselves:

- Raise the issue with the manager of the service. If the matter is straightforward and it is clearly within the manager's power to resolve the issue then they should take appropriate action in response.
- If you are not satisfied with the response (or if the matter concerns the person directly and you do not feel that you can approach them in the first place), then you can contact the Chair. The Chair will arrange to investigate the issue and/or will hand over any relevant information to bodies such as the Police, Inland Revenue etc. for investigation.

- If you are still not satisfied with the response, or if you do not feel that you can go to the Chair because the matter concerns him/her directly, then you can contact another member of the trustees.
- Your concerns will be investigated and you will receive feedback as to how the matter has been handled. If employees raise concerns appropriately and in good faith via the channels listed above then they are usually protected by the Public Interest Disclosure Act 1998. Their anonymity will be preserved as far as is reasonably practical and they will be protected from victimisation.

3. Review and Updating of Policy and Procedures

This Whistleblowing Policy detailed above was agreed and minuted at a meeting of the Board of Trustees on:

Approved by: Julie Newton-Smith Chair of Trustees	Signed:	Date: Review: July 2018
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