

# WHISTLEBLOWING POLICY

## This is a Category 1 Policy (Full Delegation)

Thispolicy is in force until further notice from:	October 2022
This policy must be reviewed by no later than*: *This refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.	Autumn 2024
Policy Author(s):	Human Resources

## WHISTLEBLOWING POLICY

## 1. About this policy

1.1

honesty and integrity and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and

- (k)
- (I) Unauthorised disclosure of confidential information; or
- (m) The deliberate concealment of any of the above matters.
- (n) A whistleblower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected

report it under this policy.

- 2.2 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Policy and Procedure or Anti-harassment and Bullying Policy as appropriate.
- 2.3 If you are uncertain whether something is within the scope of this policy you should seek advice from the Head of HR, whose contact details are at the end of this policy.

#### 3. Raising a whistleblowing concern

- 3.1 The Trust hopes that in many cases you will be able to raise any concerns with your line manager or Principal. You may tell them in person or by putting the matter in writing if you prefer. They may be able to agree to a way of resolving your concern quickly and effectively. In some cases, they may refer the matter to the Trustees.
- 3.2 However, where the matter is more serious, relates to your line manager, or you feel that your line manager has not addressed your concern, or you prefer not to raise it with them for any reasons, should contact one of the following:
  - (a) The Head of HR
  - (b) The Chief Financial Officer
  - (c) The ŒO
  - (d) The Chair of the Board of Trustees

Contact details are set out at the end of this policy.

- 3.3 We will arrange a meeting with you as soon as possible to discuss you concern. You may bring a colleague or trade union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.
- 3.4 The Trust will take down a written summary of the concern raised and provide you with a copy as soon as practicable after the meeting. The Trust will also aim to give you an indication of how we propose to deal with the matter.

#### 4. Confidentiality

#### 4.1

whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you first.

4.2 The Trust does not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if the Trust cannot obtain further information. It is also more difficult or impossible to establish whether any allegations are credible and have been made in good faith. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to one of the contact points listed above in Paragraph 3.2 and appropriate measures can be taken to preserve confidentiality. If you are in any doubt, you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

#### 5. Investigation and outcome

- 5.1 Once you have raised a concern, the Trust will carry out an initial assessment to determine the scope of any investigation. The Trust will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.
- 5.2 In some cases, the Trust may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator (or investigators) may make recommendations for change to enable us to minimise the risk of future wrongdoing
- 5.3 The Trust will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation, an outcome or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.
- 5.4 If the Trust concludes that a whistleblower has made false allegations maliciously, the whistleblower will be subject to disciplinary action.
- 5.5 While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.
- 5.6 If you are not happy with the way in which your concern has been handled, you can raise it with one of the other key contacts in Paragraph 3.2.

## 8. Contacts

Head of HR	ТВС
Chief Financial Officer	Kirit Patel kpatel@avanti.org.uk
CEO	Nitesh Gor ngor@avanti.org.uk
Chair of the Board of Trustees	Mike Younger my.asttrustee@avanti.org.uk
Public Concern at Work	Helpline: (020) 7404 6609 E-mail: <u>whistle@pcaw.co.uk</u> Website: www.pcaw.co.uk