

Company Name

WHISTLEBLOWING POLICY

This procedure aims to encourage you to raise any genuine concerns you may have about certain wrongdoings within the company without fear of reprisal, to provide you with information as to how to raise those concerns and to enable us as your employer to investigate your concerns and deal with them appropriately.

This procedure applies to all employees and workers but does not apply to genuinely self-employed workers, namely those who are running a business on their own account.

This policy is not the correct procedure to follow if you have a personal issue with regard to your own circumstances such as the way you have been treated at work and if you have such an issue you wish to raise you should use the grievance procedure or the dignity at work (anti-bullying) procedure. If you are uncertain as to which is appropriate please speak to

This policy applies if you reasonably believe that we or any of your co-workers has taken, is intending to take or has failed to take action that you reasonably believe could lead to or amount to

- a criminal offence
- a failure to comply with any legal obligation
- a miscarriage of justice
- danger to the health and safety of any individual
- damage to the environment or
- deliberate concealment of information concerning any of the matters listed above

and it is in the public interest that it is disclosed.

You should disclose this informally verbally or in writing to[appropriate manager or trainer]. Any such disclosure should include full details and, where possible, supporting evidence. If you disclose information in accordance with this procedure, we will seek, if practicable, to keep your identity confidential.

If you feel unable to use this procedure and report to us, then the disclosure should be made to a prescribed person – guidance is available from

[GOV.UK - Blowing the whistle: list of prescribed people and bodies.](#)

We will investigate your allegation and may require your assistance during that investigation.

We will keep you informed of progress but you must bear in mind that sometimes the need for confidentiality may mean that we cannot give you specific details of the investigation or any disciplinary action that may be taken as a result.

Any information which we give you about the investigation should be treated as confidential.

We cannot guarantee the outcome may be what you are seeking but we will try to treat your concern fairly and appropriately.

If you are not happy with the way in which we handle your concern, you can raise it with[name of most senior person in company].

No action will be taken against you if you reasonably believe that the nature of your concern relates to any of the above areas and you disclose this information to the appropriate person under this policy in good faith.

If however anyone is found to be

- victimising another person for using this procedure (if you think you are being victimised for using this procedure please tell or raise it formally under the grievance procedure if the matter is not remedied)
- deterring another person from making a report about a genuine concern under this procedure or
- making a disclosure/allegation in bad faith, maliciously, vexatiously or for personal gain

we will take appropriate action which could result in formal disciplinary action including dismissal.

Please also remember that social media sites are public rather than private spaces and they are not the appropriate channel for raising concerns.

This procedure does not give contractual rights to individual employees, workers or anyone else covered by it. We reserve the right to alter any of its terms at any time and will notify you of any changes.