

Whistleblowing Policy

Aims of this Policy

It is important that any criminal behaviour or other wrongdoing by a trustee, volunteer, employee, or any person undertaking work with the organisation is reported and properly dealt with.

This Whistleblowing Policy is underpinned by the Public Interest Disclosure Act 1998 (known as the Whistleblowers Act) and expanded in the Department for Business Innovation and Skills document – Whistleblowing: Guidance for Employers and Code of Practice. This gives legal protection to trustees, employees and volunteers against being dismissed or penalised by CANDI as a result of publicly disclosing certain serious concerns. The Charity is committed to ensuring that trustees, employees and volunteers should not feel at a disadvantage in raising legitimate concerns.

Scope of the policy

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to other procedures e.g., disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

Confidentiality

CANDI will treat all such disclosures in a confidential and sensitive manner. The identity of the person making the allegation will be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Procedure

If a person has a concern, they should first raise it with the Chair of Trustees, verbally or in writing. If they feel that this person may be involved or do not wish to approach them, then they should approach the Vice-Chair.

If the person feels a trustee may be involved, the person should report the matter to an unconnected trustee.

CANDI will ensure that an investigation takes place and make an objective assessment of the concern. This may involve the Chair. The person will be kept advised of progress and the charity will ensure that action necessary to resolve the concern is taken.

In all cases, the person or persons will be encouraged to exhaust CANDI internal procedures before contacting external sources such as the Health & Safety Executive, Environment Agency etc.

All concerns will be addressed accordingly – whether this be by informal review, internal inquiry or formal investigation.

Monitoring and review of the policy

CANDI will ensure that the Whistleblowing policy will be reviewed at least triennially to ensure the policy is still appropriate. The policy will also be reviewed in the event of change of circumstances.

Document control

Last updated	10 September 2024
Next review	14 September 2027