



## Whistle Blowing Policy

### 1. POLICY STATEMENT

**1.1** 5 E Ltd is committed to achieving the highest standards in delivering services to the community and maintaining high standards with regard to behaviour at work, service to the public and in all its working practices and employees are expected to conduct themselves with integrity, impartiality and honesty. 5 E Ltd seeks to develop a culture that encourages the challenge of inappropriate behaviour at all levels. To achieve this aim, the organisation encourages employees to report genuine concerns about malpractice, illegal acts or failures to comply with recognised standards of work without fear of reprisal or victimisation. The Public Interest Disclosure Act 1998 provides employees with protection against victimisation or dismissal should they reasonably and in good faith report such concerns (or “blowing the whistle”) “blow the whistle”. This policy is accompanied by a procedure that should be followed when “blowing the whistle”.

**1.2** 5 E Ltd will not tolerate harassment or victimisation of a genuine whistle blower (including informal pressures) and will treat such conduct as gross misconduct, which if proven, may (depending on the circumstances) result in dismissal.

**1.3** The organisation reserves the right to amend the policy and procedure as necessary to meet any change in requirements.

### 2. OUR ASSURANCES

**2.1** The Board and Company Director are committed to this Policy. All matters will be dealt with in confidence and in strict accordance with the terms of the Public Interest Disclosure Act 1998. This statute protects the legitimate personal interests of staff. If you raise a concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course this assurance is not extended to someone who maliciously raise a matter they know is untrue. The Grievance Procedure already exists so a concern for which this is the appropriate recourse should be taken under that procedure.

**2.2** The harassment or victimisation of anyone raising a concern will not be tolerated. However, we recognise that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss this matter with you. For obvious and practical reasons a concern raised anonymously is difficult to investigate, this procedure concentrates on what happens when the person citing a concern comes forward.

### **3. HOW WE SHALL HANDLE THE MATTER**

**3.1** Once you have told us of your concern, we shall look into it to assess initially what substance it has. This may involve an internal inquiry or a more formal investigation. If appropriate the information will be forwarded for further investigation. We shall tell you who is handling the matter, how you can contact them and whether your further assistance will be needed. If you request, we shall write to you summarizing your concern and setting out how we propose to handle it.

**3.2** If you have any personal interest in the matter, we do ask that you tell us at the outset. If your concern falls more properly within the Grievance Procedure we shall tell you.

**3.3** While the purpose of this policy is to enable us to investigate possible malpractice/unacceptable action and take appropriate steps to deal with it, we shall give you as much feedback as we can.

**3.4** If requested, we shall confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.

#### **Review**

This policy was reviewed in June 2019 and are due for next review in June 2020.

**If you would like this document in larger print, please contact Human Resources Dept.**