



PHASE Worldwide
Registered Charity No. 1112734

Whistleblowing Policy March 2018

1. Purpose

PHASE Worldwide is committed to being open, honest, and accountable. It encourages a free and open culture in its dealing between the trustees and those working in PHASE Worldwide, both employees and volunteers.

This policy aims to help trustees, employees, and volunteers raise any serious concerns they have about colleagues or their employer with confidence and without having to worry about being victimized, discriminated against or disadvantaged in any way as a result.

It is written in the context of the Public Interest Disclosure Act 1998 which protects employees who 'blow the whistle' on malpractices within their organisation.

2. What Types of Concerns?

The policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- a criminal offence
- a failure to comply with any legal obligation
- a failure in the protection of children or vulnerable adults
- a miscarriage of justice
- a health and safety risk to an individual
- damage to the environment
- or concealment of the above

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur.

However, if an individual knowingly or maliciously makes an untrue allegation (e.g. in order to cause disruption within PHASE Worldwide), PHASE Worldwide will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

This policy does not deal with any complaints staff may have about PHASE Worldwide or their employment. This should be dealt with through PHASE Worldwide's complaints procedure.

PHASE Worldwide's bullying and harassment policy offers protection to workers against harassment, bullying, and discrimination.

Volunteers should make complaints or raise concerns through the volunteers complaints procedures.

3. How to Raise Concerns Within PHASE Worldwide?

The officer designated to handle whistleblowing is Dilys Noble, trustee, and shall be known as the Whistleblowing Officer.

Name: Dilys Noble, Trustee of PHASE Worldwide

Contact: dilys.noble@phaseworldwide.org

Individuals should in most cases, first report their concern to their line manager, who is expected to respond to that matter. If the relevant manager cannot deal with the matter, he or she will refer the concern to the Whistleblowing Officer.

Dependent on the seriousness and sensitivity of the matter, and who is suspected of the wrongdoing, the individual can, if necessary report to the Whistleblowing Officer. If the matter concerns the Whistleblowing Officer, it should be raised with the Chair of Trustees.

Individuals are encouraged to raise their concerns in writing where possible, setting out the background and history of their concerns (giving names, dates, and places where possible) and indicating reasons for their concerns.

Employees may wish to seek the assistance of their trade union representative before raising the concern. The trade union representative may, where the employee so desires, raise the concern on behalf of the employee. Employees may also invite a trade union representative or colleague to be present during any meetings or interviews about the concerns they have raised.

If any individual is unsure whether to use this procedure or they want independent advice at any stage, they should contact:

- Their trade union (if applicable)
- The independent charity, Public Concern at Work's legal helpline on 020 7404 6609 or email at helpline@pcaw.co.uk

Public Concern at Work will be able to advise on how and with whom to raise a concern about malpractice.

Disclosure made to a legal advisor in the course of containing legal advice will be protected under the Public Interest Disclosure Act.

If the individual reasonably believes that the matter relates wholly or mainly to the conduct of a person or body other than PHASE Worldwide or any matter for which a person or body other than PHASE Worldwide's support has legal responsibility, the disclosure should be made to that other person or body.

4. Protecting the Individual Raising the Concern

If an individual raises a concern which they believe to be true, PHASE Worldwide will take appropriate action to protect the individual from any harassment, victimization, or bullying. Employees who raise a genuine concern under this policy will not be at risk of losing their job, nor will it influence any unrelated disciplinary action or redundancy procedures.

The matter will be treated confidentially if the individual request it and their name or position will not be revealed without their permission unless PHASE Worldwide has to do so by law. If in other circumstances the concern cannot be resolved without revealing the individual's identity, the Whistleblowing Officer will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective but the Whistleblowing Officer will decide whether or not to consider the matter taking into account:

- the seriousness of the matter
- whether the concern is believable
- whether an investigation can be carried out based on the information provided.

5. How PHASE Worldwide Will Deal with the Concern

How the concern will be dealt with, will depend on what it involves. It is likely that further enquires and/or investigation will be necessary. The concern may be investigated by PHASE Worldwide's Whistleblowing officer, the trustees, through the HR disciplinary process or it may be referred to the police, other agencies such as social services, an external auditor or an independent investigator.

It may be necessary for the individual to give evidence in criminal or disciplinary proceedings.

PHASE Worldwide will give the individual feedback on the progress and outcome of any investigation wherever possible.

If the suspicions are not confirmed by an investigation, the matter will be closed. Staff will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.

6. Changes to Policy

Date: 29th April 2018

Changed By: Board of Trustees

Comments: Ratified by Trustee Board