



<b>Policy No. 4015</b>	<b>'WHISTLEBLOWING' POLICY</b>
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AGE UK CROYDON is a registered charity no. 1081013 and a registered company no. 3921436. AGE UK CROYDON TRADING LIMITED, registered company no. 5792724 is a wholly owned subsidiary of AGE UK CROYDON. All Policies and Procedures apply to both companies.

Age UK Croydon is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership, or age will not be tolerated.

## **1. About this policy**

- 1.1 We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.
- 1.2 This policy covers all employees, officers, consultants, contractors, trustees volunteers, interns, casual workers and agency workers.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

## **2. What is whistleblowing?**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations. It also includes the following matters specific to this workplace:

## **3. How to raise a concern**

- 3.1 We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact the CEO or Chairperson contact details are at the end of this policy.
- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy.

Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

#### **4. Confidentiality**

We hope that you will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

#### **5. External disclosures**

5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

#### **6. Protection and support for whistleblowers**

6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform CEO or Chairperson immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

6.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

6.4 However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

6.5 Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

#### **7. Contacts**

<b>CEO (AUKC personnel/Colleague you should contact about whistleblowing concerns)</b>	Chief Executive Officer 020 8683 7100 Executive.Assistant@ageukcroydon.org.uk
<b>Chairperson</b>	Chair of Board of Directors 020 8683 7100 Executive.Assistant@ageukcroydon.org.uk
<b>Public Concern at Work</b>  (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

Date this policy came into effect	Date approved by the Board: 22 <sup>nd</sup> May 2018  Name: <b>D McCluskey</b> Signature: <i>D McCluskey</i>
Next Review Date	As agreed by the Board.
Name or position of person responsible for this policy	Name: <b>N Saiyed</b> Signature: <i>N Saiyed</i> Position: Compliance Officer
Other related policies	Alleged Abuse & Adults at Risk Confidentiality Employment Data Protection policy Grievance policy Disciplinary policy
Relevant legislation	Data Protection Act 1998 Employment Rights Act 1996 and amendments Public Interest Disclosure Act 1998
Useful information	<a href="http://www.pcaw.co.uk/">www.pcaw.co.uk/</a>  Potential relevance to Organisation Business and Action plan if an allegation refers to an organisational issue around delivery or ethos.