

Whistle Blowing

Reporting Suspected Malpractice/Whistle Blowing

It is the duty of every member of Liberate to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the organisation. It applies whether or not the information is confidential.

Liberate is committed to ensuring that any concerns of this nature will be taken seriously and investigated. A disclosure to Liberate will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

This policy is for people employed by or volunteering with Liberate.

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to their line manager. If they do not feel that this is the appropriate person, they should approach the CEO, or if their concern is related to the CEO, they should contact a Trustee. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied or represented by a colleague at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed.

The CEO or Trustee will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the member of staff will be informed in writing.

The CEO will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, Liberate's Treasurer and auditors will be informed by the CEO.

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Trustees/ management committee (or another appropriate trustee/committee member) who will arrange any further investigation as they think appropriate. They will send a written response to the individual concerned.

Whistle Blowing Policy



Guiding principles

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, Liberate will:

- Not allow the person raising the concern to be victimised for doing so;
- Treat victimisation of whistleblowers as a serious matter that may lead to disciplinary action that may include dismissal;
- Not attempt to conceal evidence of poor or unacceptable practice;
- Take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct;
- Ensure confidentiality clauses in employment contracts do not restrict, forbid or penalise whistle blowing;
- Liaise with the other organisations (see section below) to whom staff report malpractice.

Independent advice and further reading

Further Information for charitable organisations can be found on the Charity Commission's website on:

<https://www.gov.uk/complain-about-charity>

In Guernsey you can also contact The Association for Guernsey Charities for advice:

<https://www.charity.org.gg>

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