



# Whistle Blowing Policy

## Introduction

This document provides a description of Opps policy and procedures regarding Whistleblowing. At one time or another all of us have concerns about what is happening at work. Usually these things are easily resolved. However, when they are about unlawful conduct, financial malpractice or dangers to the public or the environment or harassment or misbehaviour at work, it can be difficult to know what to do.

**Terms of reference:** *Whistle blowing* is the activity of raising concerns outside the parameters of Opps Grievance Procedure.

## Whistleblowing Statement

Opps Training and Development are committed to this policy. If you raise a genuine 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, the Company does not extend this assurance to someone who maliciously raises a matter they know to be untrue.

## Procedure

You may be worried about raising issues around unlawful conduct, financial malpractice or dangers to the public or the environment, harassment or misbehaviour at work. Perhaps you may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

Opps takes very seriously any form of malpractice and has introduced this procedure to enable you to raise your concerns about such malpractice as an early stage and in the right way. We would rather that you raised the matter when it is just a concern rather than wait for proof.

If something is troubling you which you think we should know about or look into, please use this procedure. If you are aggrieved about your personal position, the Grievance Procedure, which is available and in the Employee File in the main office, is available to you. However this Whistleblowing Procedure is also available for concerns about your personal position where you are uneasy about using the Grievance Procedure, as well as where the interests of others or the interests of others or of the organisation itself at risk.

This Policy should not be confused with the Safeguarding Policy and the protection of children and vulnerable adults, although the issues may overlap. Should the concern lead to evoking the Safeguarding Policy, you will be advised on the action to be taken.

If in doubt – raise it!

Opps will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may nonetheless want to raise a concern in confidence under this Policy. If you ask us to protect your identify 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 identify (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

Remember if you raise a concern anonymously, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this Policy is not appropriate for concerns raised anonymously.

### **What will happen when you have raised a concern?**

Once you have raised a concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact him/her and whether your further assistance may be needed. If you request, we will write to you summarising your concern and setting out how we propose to handle it.

When you raise the concern you may be asked how you think the matter might best be resolved. If you do have personal interest in the matter, we do ask that you tell us at the onset. If your concern falls more properly within the Grievance Procedure we will tell you.

While the purpose of this Policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response in writing. However, we may not be able to tell you the precise action we've taken where this would infringe a duty of confidence owed by us to someone else.

### **How do you raise a concern?**

If you have a concern about malpractice, we hope you will feel able to raise it first with your Line Manager. This may be done orally or in writing.

If you feel unable to raise the matter with your Line Manager, for whatever reason, please raise the matter with a Director.

<b>Policy published</b>	February 2010
<b>Date of last review</b>	March 2019
<b>Next review date</b>	March 2020
<b>Person responsible for policy and review</b>	Managing Director