

# Whistle-Blowing Policy and Procedure

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We hope it never happens but are realistic that you could have a concern about something in the organisation that you want to raise. This policy provides guidance on what to do.

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This Whistle-blowing Policy has been introduced in response to the Public Interest Disclosure Act 1998 and provides a procedure which enables employees to raise concerns about what is happening at work, particularly where those concerns relate to unlawful conduct, financial malpractice or dangers to the public or the environment. The object of this policy is to ensure that concerns are raised and dealt with at an early stage and in an appropriate manner.

Welsh Athletics is committed to its Whistle-Blowing Policy. If you raise a genuine concern under this policy, you would not be at risk of losing your job, nor would you suffer any form of detriment as a result. As long as you are acting in good faith and in accordance with this Policy, it does not matter if you are mistaken.

## **How the Whistle-Blowing Policy Differs from the Grievance Procedure**

This policy does not apply to raising grievances about an employee's personal situation. These types of concerns are covered by Welsh Athletics' Grievance Procedures. The Whistle-Blowing Policy is primarily concerned with where the interests of others or Welsh Athletics itself are at risk. It may be difficult to decide whether a particular concern should be raised under the Whistle-Blowing Policy or under the Grievance Procedure, or under both. If you have any doubt as to the correct route to follow, please consult your manager.

## **Protecting the Employee**

Welsh Athletics will not tolerate harassment or the victimisation of anyone raising a genuine concern under the Whistle-Blowing Policy. If you request your identity be protected, all possible steps will be taken to prevent your identity becoming known. If the situation arises where it is not possible to resolve the concern without revealing your identity (e.g. if your evidence is required in court), the best way to proceed with the matter will be discussed with you.

Staff should be aware that, by reporting matters anonymously, it will be more difficult for Welsh Athletics to investigate them, to protect the employee and provide employee feedback. Accordingly, while Welsh Athletics will consider anonymous reports, this Policy does not cover matters raised anonymously.

### **How the Matter Will Be Handled**

Once you have informed Welsh Athletics of your concerns, they will be examined, and Welsh Athletics will assess what action should be taken. You would be told who is handling the matter, how they can be contacted and whether any further assistance will be needed. If you have any personal interest in the matter, this should be declared at the outset. If the concern falls more properly within the Grievance Procedure, then you would be told this.

### **How to Raise a Concern**

If you have a concern about malpractice, this should be raised initially with your manager. This may be done orally or in writing. You should specify at the outset if you wish the matter to be treated in confidence.

If these channels have been followed and you still have concerns, or if you feel the matter is so serious that you cannot discuss it with the above, you should discuss it with the Chief Executive Officer.

If you feel that matters relating to fraud or impropriety have been drawn to the attention of the Chief Executive Officer and they have unreasonably refused to act upon them, then such matters can be drawn to the attention of Welsh Athletics' Chair.

### **Matters Raised Maliciously**

Employees who maliciously raise a matter that they know to be untrue will be subject to the Disciplinary Policy and Procedure.

Version:	<b>WAGO19</b>	<b>Welsh Athletics Whistle-Blowing Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

## Important information

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 GOV.UK [Whistle-Blowing](https://www.gov.uk/whistleblowing) <https://www.gov.uk/whistleblowing>

 ACAS [Whistle-Blowing](http://www.acas.org.uk/index.aspx?articleid=1919) <http://www.acas.org.uk/index.aspx?articleid=1919>

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EIA			owner	hr@welshathletics.org

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