



**WALES ENGLAND
CARE LTD**

Whistleblowing Policy

Version 2.0 | March 2024



WHISTLEBLOWING POLICY

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WHISTLEBLOWING POLICY

1.0 Policy Statement

The public Interest Disclosure Act 1998 (the Act) (located in the Employment Rights Act 1996) was introduced to protect employees who are worried about 'wrong doing' where they work and want to 'blow the whistle'. The Act applies to most employees and includes those employed on a temporary basis or through an agency. An employee who is victimised or discriminated against in any way because they have 'blown the whistle' (known as making a 'protected disclosure') can take their employer to an employment tribunal.

The company openly accepts that employees can have an important role to play in maintaining good practices and to achieve this actively encourages staff to bring to the attention of senior management any activity that could be considered as detrimental to standards of service such as fraud, dishonesty, improper business conduct or similar actions.

2.0 Communication

The policy must be communicated to all staff within the company, to ensure it is understood and details on how to disclose information is recognised.

The policy should be easily accessible to all staff – this will be available via the SharePoint policies folder & through the website.

3.0 Raising a Concern

The company sets out a whistle-blowing procedure that explains how you can raise any concerns.

If you seek or raise your concerns (make a disclosure) you will not be unfairly discriminated against or dismissed, as long as you:

- Have acted in good faith;
- Have reason to believe that the matter is the prescribed person's responsibility;
- Believe that the information, and any allegation it contains, is true as far as you know;

An employment tribunal will decide whether or not a disclosure is protected under the Act. The company or any relevant professional organisation, can only take disciplinary action. Allegations of criminal behaviour are referred to the police and, in the end, can only be decided by the courts. The company will not discriminate against you if you raise your concerns and, in all matters, will treat the comments you raise sensitively and in confidence.

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4.0 Helpful hints

Always remember that as a whistle-blower, you are acting as a witness and not just making a complaint. You have to have reasonable suspicion but not always actual evidence to support your concerns. If you do suspect 'wrong doing' you should follow a few simple guidelines.

Do:

1. Make an immediate note of your concerns. Note all relevant details, such as what was said over the phone or face-to-face conversations, the date, time and the names of those involved.
2. Pass on your suspicions to someone with the appropriate authority and experience.
3. Deal with the matter promptly, if you feel your concerns are justified.
Any delay may mean that the company or a person will continue to suffer or that the risk of harm increases.

Don't:

1. Do nothing.
2. Be afraid of raising your concerns.
3. Approach or accuse any individuals directly.
4. Try to investigate the matter yourself. This is particularly important if your concern is about a crime or breaking a legal duty. There are special rules for gathering evidence to use in criminal cases. Any attempt to gather evidence by people who are unfamiliar with these rules may destroy the case.
5. Pass on your concern to anyone who does not have the proper authority

5.0 Summary

Has the issue been resolved? The company must be satisfied that the disclosure has been acted upon appropriately and that the issue has been resolved. There should be clear communications between the company and the whistleblower, giving feedback for the whistleblower to understand the stage the disclosure is at or outcome of disclosure.

6.0 Review

Review completed by:	Action:	Date:	Date of next review:
Helen Harris	Produce policy	June 2021	June 2022
Katherine Pugh	Policy update	March 2024	March 2025