



Whistleblowing Policy

What Is Whistleblowing?

Whistleblowing encourages and enables employees & volunteers to raise serious concerns **within** the organisation rather than overlooking a problem or 'blowing the whistle' outside. Employees & volunteers are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

Our Organisation's Commitment

JIGSAW Thornbury is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the organisation's work to come forward and voice those concerns.

Who does the policy apply to?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for the organisation on the premises, for example, agency staff, activity leaders, drivers. It also covers suppliers and those providing services under a contract with the organisation.

Policy Aims

- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What Type Of Concerns Are Covered?

- Conduct which is an offence or a breach of law.
- Disclosure related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual or physical abuse of clients.
- Other unethical conduct.
- Conduct that contravenes the JIGSAW Thornbury Code of Conduct.

NB. Other procedures are available to employees e.g. the grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure which is for public use.

Safeguards

JIGSAW Thornbury recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.



JIGSAW Thornbury will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- Must disclose the information in good faith.
- Must believe it to be substantially true.
- Must **not** act maliciously or make false allegations.
- Must **not** seek any personal gain.

How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with the Manager of JIGSAW Thornbury. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management/ Director
Financial allegations require that the Treasurer shall be notified of all financial or accounting irregularities or suspected irregularities.

For independent advice contact: **Public Concern At Work Website: www.pcaw.co.uk**
Helpline: 020 7404 6609 Email: whistle@pcaw.co.uk

