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Whistle Blowing Policy

Definition:

Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within the business code of conduct as explained through policies and other document, LSAS policy and contracts.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of the work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the workplace. 'Whistleblowing' is viewed as a positive act that can make a valuable contribution to the efficiency and long-term success. It is not disloyal to colleagues or the organisation to speak up. We acknowledge raising concern always identify the issue and resolve it in time, protecting reputational, social or financial damage. We are committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To help achieve these standards it encourages freedom of speech.

If you are considering raising a concern you should read this Policy first. It explains:

- the type of issues that can be raised
- how the person raising a concern will be protected from victimisation and harassment
- how to raise a concern, and report

2.1. Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns rather than ignoring a problem or 'blowing the whistle' outside.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

2.2. Scope of this Policy

Its applicable to all of our direct or indirect business functions and stakeholders including our own premises.

- If your concern relates to your own treatment as an employee, you should raise it under the existing grievance or harassment procedures
- If a client has a concern about services provided to him/her, it should be raised as a complaint to the company under compliant procedure
- Complaints of misconduct of suppliers are also dealt under Compliant procedure

Who can raise a concern under this Policy

- employees direct or contractors
- employees of suppliers
- those providing services under a contract or other agreement with the company

- For Children or Adult safeguarding issues concerns to be raised under safeguarding act Child labour and immediately escalated to CEO WIS.

What should be reported?

Any serious concerns that you have about service provision or the conduct of employee, employer or concern or stakeholder related to work place that

- make you feel uncomfortable in terms of known standards;
- Not adhering to policies ;
- fall below established standards of practice; or
- are improper behaviour.
- Unethical or abusive practices

These might relate to:

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- disclosures of confidential information
- False information leading to reputational risk
- Unethical marketing gimmicks or claims
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of funds or other assets
- possible fraud and corruption
- neglect or abuse of clients
- Unethical practices within the organisation
- Misconduct or unethical practices of suppliers or contractors (LSAS will be included and all 9 ETI principles will be applicable under the scope of this policy)

Protecting the Whistleblower

3.1. Legal rights

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

The Act makes it unlawful to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

3.2. Harassment or Victimisation

We are committed to good practice and high standards and to being supportive of you as an employee.

We recognise that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those for whom you are providing a service. We believe on blame free culture and practices and always encourage reporting.

We will not tolerate any discriminatory treatment, harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

3.3. Support to Whistle Blower

Throughout this process:

- you will be given full support from senior management
- your concerns will be taken seriously, and
- We will do all it can to help you throughout the investigation to protect you for your welfare and dignity
- If appropriate, the we will consider temporarily re-deploying you for the period of the investigation.
- For those who are not our employees, we will endeavour to provide appropriate advice and support wherever possible.

3.4. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

3.5. Anonymous Allegations

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful but they may be considered at the discretion of the Management. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern, and
- the likelihood of confirming the allegation from other sources

3.6. Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, We will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.

Raising a Concern

4.1. Who should you raise your concern with?

This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing. You should normally raise concerns with:

- Your Line Manager

Or

CEO MMacLeod@pandrgroup.co.uk

You can also look for more contact points under LSAS policy statement