



英國倫敦藝騰協會  
Community Cohesion Advocates CIC

## **Public interest disclosure (whistleblowing) policy**

**Updated: February 2021**

Website: [www.ccadvocates.org.uk](http://www.ccadvocates.org.uk) Email: [info@ccadvocates.org.uk](mailto:info@ccadvocates.org.uk)

Community Cohesion Advocates CIC is a not-for-profit company regulated by the Community Interest Company Regulations 2005. Company no. 11330974. Registered address: 32, Butcher Drive, Godmanchester, Huntingdon PE29 2NL

## 1.0 Principles of this policy

The principles that determine this policy are to:

- enable Community Cohesion Advocates Community Interest Company (CCACIC) to act quickly against any potential malpractice to ensure it provides its services with the highest standards of integrity and honesty at all times
- provide a framework to encourage individuals to inform us of concerns about malpractice so that this can be treated very seriously
- embed the understanding that we expect all our workers to maintain the same standards in everything they do
- commit that concerns raised of malpractice can be done without fear of discrimination or reprisal
- ensure that all disclosures are investigated and dealt with promptly and consistently
- ensure the Public Interest Disclosure Act 1998 is applied in all cases. This policy applies to all workers (including agency workers and self-employed contractors). This policy may be amended or withdrawn at any time.

## 2.0 What is a whistleblower

You're a whistleblower if you're a worker and you report certain types of wrongdoing.

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

As a whistleblower you're protected by law.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

## 3.0 Complaints that count as whistleblowing

You're protected by law if you report any of the following:

- a criminal offence, for example fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice

- the company is breaking the law, for example does not have the right insurance
- you believe someone is covering up wrongdoing

#### **4.0 Complaints that do not count as whistleblowing**

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your particular case is in the public interest.

Report these under CCACIC's grievance policy.

Contact the Advisory, Conciliation and Arbitration Service (ACAS) for help and advice on resolving a workplace dispute.

#### **5.0 Informal procedure**

Some concerns of malpractice can quickly be resolved informally in discussion with your line manager. We encourage you to raise concerns as early as practicably possible and seek resolution in this way.

#### **6.0 Formal procedure**

If it is not possible to resolve your concerns informally or if you consider the matter is too serious to be handled informally, you can follow the formal procedure.

You should email your concerns to **info@ccadvocates.org.uk** with 'WHISTLEBLOWING' included in the email title.

A member of CCACIC will contact you to acknowledge receipt of your concerns and give guidance on next steps.

To help ensure your concerns are addressed as soon as possible, please provide as much information as possible as missing or inaccurate information can lead to a delay.

For your concerns to be reviewed, it is important the following information is supplied:

- your full name
- date
- a summary of your concerns
- details of any witnesses or supporting evidence
- details of steps you have taken to resolve this matter informally

Dependent upon the nature of the matters raised, your concerns may be escalated to any of the following:

- Line Manager
- Vice-Chairman
- Chairman

CCACIC commits that no individual who makes a report under the procedure will be subjected to any detriment as a result, in accordance with the Employments Rights Act 1996. In the event that a person believes they are being subjected to a detriment by any other person within CCACIC as a result of their decision to disclose, they must inform their line manager by email **info@ccadvocates.org.uk** and appropriate action will be taken to protect them from any reprisals.

If any person tries to discourage another worker from coming forward to express a concern, or criticises or victimises him or her after a concern has been raised, he or she may be subject to formal disciplinary action.

We will do everything possible to maintain confidentiality. However, there may be circumstances where the information may need to be discussed or disclosed to third parties, including other workers of CCACIC, in order that the information may be properly investigated or as part of any disciplinary or criminal proceedings.

Individuals qualify for whistleblower protection provided the disclosures made have a connection to the wider public interest.

## **7.0 Raising the concern outside CCACIC**

CCACIC recognises there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary we reserve the right to make such a referral without an individual's consent.

In the majority of instances, you should use the internal informal or formal procedures outlined above to express your concerns.

There are other options if you do not want to report your concern to CCACIC, for example, you can get legal advice from a lawyer, or tell a prescribed person or body.

If you tell a prescribed person or body, it must be one that deals with the issue you're raising.

If you feel the need to obtain general advice or feel unsure as to whether you should raise an issue under this policy, before doing so, you may contact: the Advisory, Conciliation and Arbitration Service (ACAS), Citizens' Advice or the whistleblowing

charity Protect. However, remember you are not permitted to disclose any confidential information to them.

### **8.0 Failure to follow this policy**

Should you publicly raise your concern without following this policy, other than in exceptional circumstances, this may constitute very serious misconduct and will be dealt with in accordance with the capability and disciplinary procedure.

CCACIC reserves the right to pursue a worker for damages, if appropriate.

### **9.0 Further information**

Further information is available at:

<https://www.gov.uk/whistleblowing>

### **10.0 Your right to be accompanied**

At all stages of the public interest procedure, you may bring a companion to any meeting under this procedure.