**Logo, company name

Description automatically generatedWhistle Blowing Policy- Amelia’s House**

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|  | Person Responsible | Date |
| Development | Annabel Gurdikyan-Williams | 13/01/2025 |
| Reviewed | Annabel Gurdikyan-Williams | 13/01/2025 |
| Reviewed |  |  |
| Signed Off | Annabel Gurdikyan-Williams | 13/01/2025 |
| Next Review |  | Jan 2026 |

**Purpose**

The Senior Management must adequately manage risk and cultural issues within Amelia’s House. This policy promotes a culture of compliance, honesty and ethical behaviour within the Amelia’s House. Amelia’s House’s aim is to encourage staff to report any wrongdoing in good faith and in an environment free from victimisation.

**Scope**

This policy applies to all Staff members including directors, contractors, consultants, secondees, trustees and volunteers working for or with Amelia’s House. This policy sets out the minimum requirements for Amelia’s House or our members.

**Policy Commitment**

Amelia’s House Management encourage all staff to report wrongdoing. All staff should feel confident and comfortable reporting any Wrongdoing. Amelia’s House management are committed to protecting and supporting the dignity, wellbeing, career and reputation of anyone reporting Wrongdoing.

**What is “Wrongdoing”?**

Examples of Wrongdoing include, but are not limited to, the following:

• A breach of regulations or laws;

• A breach of the Amelia’s House Policies and Codes.

• Dishonest or corrupt behaviour, including soliciting, accepting or offering a bribe, facilitation

payments or other such benefits;

• Fraudulent activity;

• Illegal activity (including theft, drug sale / use, violence or threatened violence and property

damage).

• Impeding internal or external audit processes;

• Improper behaviour relating to accounting, internal accounting controls, actuarial, or audit matters.

• An activity that poses a substantial risk to the environment;

• A serious impropriety;

• Conduct endangering health or safety;

• A substantial mismanagement of Amelia’s House’s resources;

• Conduct that is detrimental to Amelia’s House’s financial position or reputation;

• Concealment of Wrongdoing.

**Reporting a Wrongdoing**

A staff member can report Wrongdoing in one of two ways – to his or her direct manager, or

anonymously.

**1. Management**

Depending on the nature of the wrongdoing, the staff member is encouraged to first discuss

their concern with their direct manager.

Any staff member that submits or receives a report must treat the matter confidentially. Such

confidentiality is protected by following data protection guidelines.

If the staff member does not feel comfortable speaking with their manager, they can raise a

wrongdoing with a member of staff the individual feels comfortable with.

Reports of Wrongdoing are investigated using the Amelia’s House Staff Grievance

Procedures.

Staff who report Wrongdoing are protected. Name of Organisation will conduct an

investigation into the alleged Wrongdoing in accordance with the principles of fairness and

natural justice.

This policy does not prevent a staff member from reporting wrongdoing to an external body

applicable where in accordance with applicable laws or standards.

**2. Anonymously**

Amelia’s House also recognises that staff may prefer to bypass their direct line of

management in certain circumstances where, for example, they:

• Believe they may be victimised if they use the normal reporting method; or

• Prefer to make the report anonymously.

To ensure these staff can report Wrongdoing in such circumstances, Amelia’s House

encourages staff to report Wrongdoing on an anonymous basis to the manager by written communication.

**Investigating alleged Wrongdoing**

Investigations of alleged Wrongdoing will be conducted in a manner that is confidential, fair

and objective. The investigation processes will vary depending on the nature of the alleged Wrongdoing and the amount of information provided. For a report to be investigated, it must contain sufficient information to form a reasonable basis for investigation.

A staff member reporting anonymously should provide as much information as possible so as not to compromise the ability to fully investigate the report. Where the report of Wrongdoing was not made anonymously, a Whistleblower will be informed of the outcome of the investigation. In cases where the Investigator has not substantiated the allegations, an appropriate explanation will be made to the Whistleblower, subject to any privacy and confidentiality rights. Complaints should be investigated within10 working days where practicable, and notification to complainants made within a further 10 working days of the complaint being investigated. Trustees will be notified of all complaints and the outcome of any investigation.