



## WHISTLEBLOWING POLICY STATEMENT

### Purpose and Scope

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. The Company believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within our organisation the Company believes it can help prevent malpractice – prevention is better than cure. That is the aim of this policy. The Company construes malpractice widely and this includes any illegal activity at the Company; any activity that causes the Company to breach its legal obligations; any activity that causes the Company to endanger the health and safety of any person and any activity that damages the environment. This includes any attempt to wilfully conceal any information that tends to show malpractice.

By encouraging a culture of openness the Company wants to encourage you to raise issues that concern you at work. You may be worried that by reporting such issues you will be opening yourself up to victimisation or detriment, or risking your job security; that is quite understandable. However, all staff now enjoys statutory protection if they raise concerns in the right way. This policy is designed to give you that opportunity and protection. Provided you are acting in good faith, it does not matter if you are mistaken. There is no question of you having to prove anything.

If there is anything that you think the Company should know about, please use the procedure outlined in this policy. By knowing about malpractice at an early stage the Company stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, please, do not hesitate to 'blow the whistle' on malpractice.

Whilst the Company is committed to ensuring that you work in an environment in which you can raise concerns, that does not entitle you or any other employee to commit an act or acts of misconduct, breach company rules or to damage the Company in any way to obtain information. You are not required to obtain evidence. If there is something you think the Company should know about you should use the procedure outlined in this policy.

**Note:** This policy is not the procedure for general grievances. If you have a complaint about your own personal circumstances then you should use the normal grievance procedure. If you have concerns about malpractice within the Company then you should use the procedure outlined in this policy.

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## Policy

### Company Guarantee

The Company is committed to this policy. If you use this policy to raise a concern the Company gives you its assurance that you will not suffer any form of retribution, victimisation or detriment. The Company will treat your concern seriously and act according to this policy. You will not be asked to prove anything. If you ask for a matter to be treated in confidence the Company will respect your request and only make disclosures with your consent. You will be given feedback on any investigation and the Company will be sensitive to any concerns you may have as a result of any steps taken under this procedure.

### How to Raise your Concern Internally

Tell your immediate superior. If you are concerned about any form of malpractice you should normally first raise the issue with your immediate superior. There is no special procedure for doing this - you can tell that person about the problem, or put it in writing if you prefer.

If you feel you cannot tell your immediate superior, for whatever reason, please raise the issue with a Director

Name:	Deon Bryan
Contact details (including telephone number)	Grace's Place 5 Brookdale Avenue Gawthorpe Ossett WF5 9SE  07722568651

### How the Company will Respond

After you have raised your concern the Company will decide how to respond in a responsible and appropriate manner under this policy. Usually, this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage, which may be formal or informal depending on the nature of the concern raised.

As far as possible, the Company will keep you informed of the decisions taken and the outcome of any enquiries and investigations carried out. However, the Company will not be able to inform you of any matters that would infringe the duty of confidentiality owed to others.

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### Raising your Concern Externally (Exceptional Cases)

The main purpose of this policy is to give you the opportunity and protection you need to raise your concerns internally. The Company would expect that in almost all cases raising concerns internally would be the most appropriate action for you to take.

However, if, for whatever reason, you feel you cannot raise your concerns internally and you honestly and reasonably believe the information and any allegations are true, you should consider raising the matter with the appropriate regulator. For a list of those bodies, which are recognised for this purpose, see below.

Caution: If you have good reasons for not using the internal or regulatory disclosure procedures described above, you may consider making wider disclosure by reporting the matter to the police or to the media, for example. However, whistleblowers who make wider disclosures of this type will only be protected (from victimisation and suffering detriment) in certain circumstances. The Company recommends that you take legal advice before following this course of action since we believe it will be in your own interests to do so.

### Whistle-Blowing – Appropriate Regulators

The identity of the appropriate regulator will depend on the nature of your concern. However, the regulator must be one of those prescribed by an order made by the Secretary of State for the purposes of the Employment Rights Act 1996 Section 43F. The Public Interest Disclosure (Prescribed Persons) Order 1999 lists the prescribed regulators. They include:-

- Audit Commission for England and Wales and auditors appointed by the Commission to audit the accounts of local government and health service bodies;
- Certification Officer;
- Charity Commissioners for England and Wales;
- Chief Executive of the Criminal Cases Review Commission;
- Civil Aviation Authority;
- The competent authority under the Financial Services and Markets Act 2000 Part IV;
- HM Commissioners for Revenue and Customs;
- Comptroller and Auditor General of the National Audit Office;
- Auditor General for Wales;
- Director General of Electricity Supply;
- Director General of Gas Supply;
- Director General of Telecommunications;
- Director General of Water Services;
- Director of the Serious Fraud Office;
- Environment Agency;
- Food Standards Agency;

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- Financial Services Authority;
- General Social Care Council;
- Care Council for Wales;
- Care Quality Commission;
- Scottish Social Services Council;
- Children's Commissioner for Wales;
- Health and Safety Executive;
- Local authorities which are responsible for the enforcement of health and safety legislation;
- Homes and Communities Agency;
- Independent Police Complaints Commission;
- Information Commissioner;
- National Assembly for Wales;
- Office of Fair Trading;
- Pensions Regulator;
- Office of Rail Regulation;
- Standards Board for England;
- Local Commissioner in Wales;
- Standards Commission for Scotland and the Chief Investigating Officer;
- Tenant Services Authority;
- The Treasury;
- HM Secretary of State for Business, Innovation and Skills (formerly BERR and DTI);
- HM Secretary of State for Transport;
- Local authorities which are responsible for the enforcement of consumer protection legislation;
- Local authorities which are responsible for the enforcement of food standards;
- A person ('person A') carrying out functions, by virtue of legislation, relating to relevant failures falling within one or more matters within a description of matters in respect of which another person ('person B') is prescribed by the Public Interest Disclosure (Prescribed Persons) Order 1999, where person B was previously responsible for carrying out the same or substantially similar functions and has ceased to be so responsible.

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**Director Responsible for Policy and Implementation: Deon Bryan**

Signed ...D.Bryan ..... 04/04/2012

## Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Encompass Consultancy Ltd	L.Elliott	Consultant	01/04/2012
Reviewed by	Encompass Consultancy Ltd	L.Elliott	Consultant	01/04/2013
Approved by	Deon Bryan	D.Bryan	Director	04/04/2012

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## Amendment Record

This quality manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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