

STATUS: POLICY

GEN31

SUBJECT: WHISTLEBLOWING

It is the duty of every member of staff to speak up about genuine concerns about criminal activity, breach of a legal or regulatory obligation (including negligence, breach of contract), miscarriage of justice, danger to health and safety or the environment and the cover up of any of these in the workplace. This policy also applies to staff who are employed by autism.west midlands on an agency basis and contractors and suppliers.

This policy applies whether the information is confidential or not.

autism.west midlands is committed to ensuring that any concerns expressed by staff of this nature will be taken seriously and investigated.

The Public Interest Disclosure Act 1998 outlines a list of events that an employee can disclose while having protection under the law and these are defined as

- A criminal offence
- A failure to comply with legal or regulatory obligations
- A miscarriage of justice
- Endangering the health and safety of individuals
- Damaging the environment
- Concealing any information relating to the above

Staff who raise concerns reasonably and responsibly will not be penalised in any way. The organisation will treat the victimisation of whistleblowers as a serious matter that may lead to disciplinary action that may include dismissal.

ADOPTED:

Carolyn Bailey
Chief Executive

Date: January 2008

STATUS: PROCEDURE

GEN31

SUBJECT: WHISTLEBLOWING

Any individual who has an honest and reasonable suspicion of criminal activity or malpractice should initially take their concerns to their line manager. If this is not appropriate the employee should approach a member of the Senior Management Team.

All reported incidents will be investigated in confidence by the line manager.

The individual raising the concerns will be advised of the outcome of the investigation as soon as possible and they will also be advised if the investigation will take longer than 2 weeks. However, the organisation may not be able to give full details of the outcome if that would infringe upon the privacy of another individual.

The line manager/senior manager will inform the CEO of any incidents reported to them under this policy.

Where the incident relates to fraud, the CEO will report the matter to the Trustees.

An employee may wish to take a concern outside the organisation if they are not satisfied with internal procedures. The following organisations have been included in the list of bodies prescribed by the Secretary of State to whom protected disclosures can be made.

The Charity Commissioners
HM Revenue and Custom Commissioners
Information Commissioner
Director of Serious Fraud Office
Environment Agency
Health and Safety Executive
Commission for Social Care Inspection

A full list can be viewed on the Public Concern at Work website at www.pcaw.co.uk/legislation/p_regulators.html

If an employee makes a disclosure to one of these bodies they are requested to inform their line manager at the earliest opportunity. Our organisation would value the opportunity to discuss the issue with the employee concerned before a disclosure is made whenever possible.

ADOPTED:

Carolyn Bailey
Chief Executive

Date: January 2008

14/01/2008