

## **WHISTLEBLOWING**

### **INTRODUCTION**

KYHP is committed to achieving the highest possible standards of openness, probity and accountability in all of its practices.

We all have, at one time concerns about what is happening at work. Usually these concerns are easily resolved. However, when the concern is about malpractice, it can be difficult to know what to do. You may feel worried about raising an issue and decide to keep the concern to yourself, perhaps feeling that it is none of your business or only a suspicion. Or you may feel that raising the matter may be disloyal to other residents, your colleagues or your manager.

We would prefer you to raise any concern about malpractice when it is just a concern, rather than wait for proof.

### **IF IN DOUBT – PLEASE RAISE IT!**

We recognise it may be difficult to raise a concern.

If you raise a genuine concern under this policy you will not be at risk of losing your job or suffering any reprisal as a result. Provided that you raise the matter honestly, it does not matter if you are mistaken. Of course we do not extend this assurance to someone who maliciously raises a concern they know is untrue. Any such conduct may be liable to disciplinary action.

If disciplinary action or redundancy procedures have already started, raising a concern will not in itself halt them.

### **YOUR CONFIDENCE**

We will not tolerate the harassment or victimisation of anyone raising a genuine concern. However we recognise that there may be some circumstances when you would prefer to speak to someone in confidence under this policy. If this is the case please say so at the outset. If you ask us not to disclose your identity, we will not do so without your consent unless required by law.

### **ANONYMITY**

Please remember that if you do not tell us who you are it will be much more difficult for us to look into the matter. We will not be able to protect your position or to let you know the outcome. We will not be able to provide you with the same support and assurances if you report a concern anonymously.

If you are unsure about raising a concern openly or in confidence, you can get independent advice from Public Concern at work on 0207 404 6609.

### **HOW TO RAISE A CONCERN**

Please remember that you do not need to have firm evidence of malpractice before raising a concern.

The matter should be raised with the manager or if the manager is involved then with the chair of the charity.

### **HOW WE WILL HANDLE THE MATTER**

Once you have told us of your concern, and if it is not anonymous we will confirm to you in writing that we have received it. We will then assess it and consider what action may be appropriate. We will write to you summarising your concern and setting out how we propose to handle it. If we have misunderstood the concern, or there is any information missing, please let us know. While we

cannot guarantee that we will respond to all matters in the way that you might wish, we will handle the matter fairly and properly. By using this policy you will help us to achieve this.

If you have any personal interest in the matter, we do ask that you tell us at the outset. If we think your concern falls more properly within the Grievance Procedure, we will tell you.

We accept that you may want to be assured that the matter has been properly addressed and whenever possible, we will give you feedback on the outcome of any investigation. Please note, however, that we may not be able to tell you about disciplinary or other action, when it infringes a duty of confidence we owe to third parties.

### **INDEPENDENT ADVICE**

If you are unsure whether to use this policy or you want independent advice at any stage, free advice is available from:

Your Trade Union, if applicable

Public Concern at Work either by telephone on 020 7404 6609 or by email at [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)

### **EXTERNAL CONTACTS**

While we hope this policy gives you the reassurance you need to raise a concern internally, we recognise that there may be circumstances where you can properly report matters to outside bodies, such as our funders. However this would be an extremely serious matter and we advise you to get advice before you do so.

**Public Concern at Work (or, if applicable, your union) will be able to advise you on such an option and on the circumstances in which you may be able to contact an outside body safely.**