



## **Whistleblower Policy**

The Company has drawn up a Whistleblower Policy to protect the Employee, the Public and the Company.

It is hoped that the need for this Policy is never tested, and that Employees will work with the company if they believe there is an issue, that they are not happy about.

The information used within this policy has been taken directly from <https://www.gov.uk/whistleblowing/treated-unfairly-after-whistleblowing>

### **What is a whistleblower?**

You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always. The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the public.

As a whistleblower you're protected by law - you should not be [treated unfairly or lose your job](#) because you 'blow the whistle'. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen soon.

### **Who is protected by law?**

You're protected if [you're a worker](#), for example you're:

- An employee, such as a police officer, NHS employee, office worker, factory worker
- A trainee, such as a student nurse
- An agency worker

Get independent advice if you're not sure you're protected, for example from [Citizens' Advice](#).

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

Complaints that do not count as whistleblowing.

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your case is in the public interest. Report these under your [employer's grievance policy](#).

### **Who to tell and what to expect?**

You can tell the Company – this is why we have a whistleblowing policy that tells you what to expect if you report your concern to us. There are other options if you do not want to report your concern to the company, for example you can [get legal advice](#) from a lawyer, or tell a [prescribed person or body](#). (this link will take you to the list on the Gov web site)

If you tell a prescribed person or body, it must be one that deals with the issue you're raising, for example a disclosure about wrongdoing in a care home can be made to the Care Quality Commission.

### **Making your claim anonymously or confidentially.**

You can tell the Company or a prescribed person anonymously, but they may not be able to take the claim further if you have not provided all the information they need.



You can give your name but request confidentiality - the person or body you tell should make every effort to protect your identity. If you report your concern to the media, in most cases you'll lose your whistleblowing law rights.

**What the Company or a prescribed person will do.**

The Company or the prescribed person will listen to your concern and decide if any action is needed.

- You may be asked for further information.
- You must say straight away if you do not want anyone else to know it was you who raised the concern.
- You will not have a say in how your concern is dealt with.

The Company or the prescribed person can keep you informed about the action they've taken, but they cannot give you much detail if they must keep the confidence of other people.

A prescribed person cannot help you with your relationship with your employer. If you're not satisfied with how the Company has dealt with your concern tell someone else (for example a more senior member of staff) or a [prescribed person or body](#) if you believe your concern was not taken seriously or the wrongdoing is still going on.

**If you're treated unfairly after whistleblowing.** You can take a case to an [employment tribunal](#) if you've been treated unfairly because you've blown the whistle.

You can get further information from the [Advisory, Conciliation and Arbitration Service \(ACAS\)](#), [Citizens' Advice](#), the whistleblowing charity [Protect](#) or your trade union.

If you reported your concern anonymously, you may find it harder to argue that your unfair treatment was because of your whistleblowing.

You must raise any claim of unfair dismissal within 3 months of your employment ending.

You must notify ACAS if you want to take your case to an employment tribunal.

Who is covered by the policy? All employees of CSC Fleet Services Ltd