

INASP WHISTLEBLOWING POLICY

This policy applies to anyone working for, or delivering work on behalf of, INASP i.e. staff, associates, contractors, volunteers and partners.

Introduction

The aim of INASP's Whistleblowing Policy is to encourage individuals to assist in tackling fraud, corruption, unacceptable or unlawful conduct and other malpractice. This Policy is intended to encourage and enable individuals to raise serious concerns within the Organisation.

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, abuse of any kind and the cover up of any of these in the workplace. This policy applies whether the information is confidential or not.

Policy

INASP 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

Anyone who raise concerns reasonably and responsibly will not be penalised in any way. INASP will treat the victimisation of whistle-blowers as a serious matter that may lead to disciplinary action and may include dismissal.

Where abuse of any kind i.e. sexual, physical, coercion, discrimination etc is suspected, please also refer to **P13-Safeguarding Policy** and/or **P02-Anti-Harassment and Bullying Policy**, which can be found at <https://www.inasp.info/about/governance>

Procedure for Staff

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 you should approach a member of the Senior Management Team.

All reported incidents will be investigated by the line manager and HR. If the matter is raised confidentially, we will respect this as far as possible. 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.

We recognise that raising such a concern can be challenging and therefore please contact HR if you require additional support in this area.

Procedure for Associates, Contractors, Volunteers and Partners

Any individual who has an honest and reasonable suspicion of criminal activity or malpractice should initially take their concerns to a member of INASP Management.

All reported incidents will be investigated by a Director. If the matter is raised confidentially, we will respect this as far as possible. 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.

General

The Executive Director will be informed of any incidents reported to them under this policy. Where the incident relates to fraud or abuse, the Executive Director will report the matter to the Trustees.

If for any reason you feel unable to report your concerns to a member of management or are unhappy with the process or outcome of an investigation, you can contact the Board of Trustees direct at: whistleblowing@inasp.info

For further information on reporting to external bodies see <http://www.pcaw.org.uk/>

Reviewed	May 2018