

## VSo5 - INASP Whistleblowing Policy

### Overview

At INASP, it is vital that everyone who works for us maintains the highest standards of conduct, integrity, and ethics, and complies with local legislation.

If an employee, trustee, associate, contractor, intern, volunteer or partner suspects misconduct has occurred, or is about to occur, we encourage them to communicate their suspicions without fear of reprisals and in the knowledge that they will be protected from victimisation and dismissal.

Safeguarding concerns, fraud/corruption concerns and human resources (HR) related misconduct can be reported via email to [whistleblowing@inasp.info](mailto:whistleblowing@inasp.info).

### Introduction

The aim of INASP's Whistleblowing Policy is to encourage individuals to assist in tackling abuse, fraud, corruption, unacceptable or unlawful conduct and other malpractice. This Policy is intended to encourage and enable anyone to raise concerns about any aspect of INASP's work, people and operations whether you are internal or external to INASP.

It is the duty of the employees, trustees, associates, contractors, interns, volunteers and partners to speak up about 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 employees, trustees, associates, contractors, interns, volunteers, and partners of this nature will be taken seriously and investigated.

Anyone who raises concerns will not be penalised in any way. INASP will treat the victimisation of whistleblowers 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 the **VS08 - Safeguarding and Digital Safeguarding Policy** and/or **HR01 - Harassment and Bullying Policy**.

Where an employee has a grievance about the way they have been treated at work, they may also raise a Grievance under the **HR02 - Grievance Policy**.

Where appropriate the **VS02 - Anti-Bribery and Fraud policy** may also be referred to.

### Procedure for employees

Any individual who has a reasonable suspicion of criminal activity, malpractice, abuse or unacceptable conduct should initially take their concerns to their line manager. If this is not appropriate you should approach a member of Senior Leadership or, if that is not appropriate you should approach Simon Kay, the Safeguarding lead at Board level. 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 directly at [whistleblowing@inasp.info](mailto:whistleblowing@inasp.info)

Concerns and complaints can be made anonymously by sending a letter to the INASP, The Old Music Hall, 106-108 Cowley Road, Oxford, OX4 1JE, or by completing this [online form](#).

If for any reason you feel that your concerns cannot be dealt with within the organisation, you may also report to the Charity Commission at [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk)

All incidents reported to INASP will be investigated. 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 two weeks. However, the organisation may not be able to give full details of the outcome if that would infringe the privacy of another individual.

We recognise that raising such a concern can be challenging and therefore, please contact the Operations Manager if you require additional support after you have made your initial report, whilst respecting confidentiality about the nature of your concerns.

## Procedures for trustees, associates, contractors, interns, volunteers and partners

Any individual who has a reasonable suspicion of criminal activity, abuse or malpractice should initially take their concerns to a member of INASP Senior Leadership. If that is not appropriate the issue can be reported to Simon Kay, chair or the HR & Safeguarding Sub-Committee or to the Charity Commission: [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk).

Concerns and complaints can be made anonymously by sending a letter to the INASP, The Old Music Hall, 106-108 Cowley Road, Oxford, OX4 1JE, or by completing this [online form](#).

All reported incidents will be investigated. 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 two weeks. However, the organisation may not be able to give full details of the outcome if that would infringe the privacy of another individual.

## Communication of the Policy

All new employees, trustees, associates, contractors, interns, and volunteers will receive induction on this policy and annual reminders will be given to all staff. The Operations Manager will keep a record of induction and communication of this policy.

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