

Reporting a Suspected Malpractice (Whistle Blowing)

Agreed at a meeting of Finchingfield Guildhall CIO on Tuesday 6th January

Policy

It is the duty of every trustee, member and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Finchingfield Guildhall is committed to ensuring that any concerns of this nature will be taken seriously and investigated. A disclosure to Finchingfield Guildhall will be protected if the person concerned has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Those who raise concerns reasonably and responsibly will not be penalised in any way.

Who this policy is for?

This policy is for people working with the Finchingfield Guildhall. For the purposes of this policy only, this is someone who is:

- An independent consultant for Finchingfield Guildhall
- A trustee, member or volunteer with Finchingfield Guildhall
- Contractors and suppliers of services to Finchingfield Guildhall

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to the manager. If they do not feel that this is the appropriate person, they should approach the Chairman, or if their concern is related to the Chairman, they should contact a trustee. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied or represented by their representative or colleague at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only those who need to know, being informed.

The Chairman, trustee or manager will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the person will be informed in writing.

The Chairman will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, Finchingfield Guildhall's Finance Advisor and accountants will be informed by the Chairman.

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Chair of trustees (or another appropriate trustee/ member) who will arrange any further investigation as he/she thinks appropriate. The Chair will send a written response to the individual concerned.

Guiding principles

To ensure that this policy is adhered to, and to assure persons working with Finchingfield Guildhall that the concern will be taken seriously, Finchingfield Guildhall will:

Not allow the person raising the concern to be victimised for doing so;

Treat victimisation of whistle blowers as a serious matter;

Not attempt to conceal evidence of poor or unacceptable practice.