**Whistleblowing Policy**

Company Name “The Company”: [Enter Name of Company here]

**Change Log**

|  |  |  |
| --- | --- | --- |
| Date | Change | Authorised by |
|  | Policy implemented |  |
|  |  |  |
|  |  |  |
|  |  |  |

Contents

[Introduction: 1](#_Toc124719426)

[Scope: 1](#_Toc124719427)

[Responsibilities: 2](#_Toc124719428)

[Definitions: 2](#_Toc124719429)

[Raising Concerns: 2](#_Toc124719430)

[Anonymity: 2](#_Toc124719431)

[Confidentiality: 3](#_Toc124719432)

[Protection from Victimisation: 3](#_Toc124719433)

[Investigation and Follow-up: 3](#_Toc124719434)

[Training and Communication: 3](#_Toc124719435)

[Monitoring and Review: 3](#_Toc124719436)

[Conclusion: 3](#_Toc124719437)

# Introduction:

The Company recognizes the valuable contributions that employees can make to the identification and prevention of malpractice and wrongdoing within the organization. This policy sets out the procedures for employees to raise concerns about such matters in a safe and confidential manner, and outlines our responsibilities and expectations for all employees.

# Scope:

This policy applies to all employees of The Company, including full-time, part-time, temporary and contract staff, as well as volunteers, interns, and any other person working on our premises or in connection with our operations.

# Responsibilities:

The Company management team is responsible for ensuring that appropriate arrangements are in place to receive and investigate whistleblowers' complaints and to protect whistleblowers from victimisation.

The Whistleblowing Coordinator is responsible for the implementation and maintenance of this policy, and for providing guidance and support to employees on whistleblowing matters.

All employees have a personal responsibility to report any suspected malpractice or wrongdoing in the workplace and must do so in a manner that is consistent with this policy.

# Definitions:

Malpractice refers to any conduct that is illegal, unethical, or contrary to The Company's policies, procedures, or standards of conduct.

Wrongdoing refers to any conduct that is illegal, unethical, or contrary to The Company's policies, procedures, or standards of conduct.

# Raising Concerns:

Employees are encouraged to raise any concerns that they may have about malpractice or wrongdoing in the workplace as soon as possible. Concerns can be raised through the following channels:

* Directly to the Whistleblowing Coordinator or any other senior manager or executive.
* To any other person within the organization that the employee feels comfortable speaking to.
* To any external body such as the police, regulatory authorities or other relevant organizations.

# Anonymity:

Employees have the right to raise concerns anonymously, however, it is important to note that it may be more difficult to investigate and take appropriate action if the employee's identity is not known.

# Confidentiality:

The Company will keep all information received through whistleblowing as confidential as possible. However, there may be circumstances where it is necessary to disclose information in order to investigate or resolve the concern raised.

# Protection from Victimisation:

The Company prohibits any form of retaliation against employees who raise concerns in good faith. Any employee found to have retaliated against a whistleblower will be subject to disciplinary action.

# Investigation and Follow-up:

The Company will investigate all concerns raised in a timely and thorough manner. The employee who raised the concern will be informed of the outcome of the investigation and any action taken as a result.

# Training and Communication:

The Company will provide all employees with the necessary information, instruction, and training on whistleblowing matters to ensure that they understand their responsibilities and can raise concerns in a safe and confidential manner.

# Monitoring and Review:

The Company will regularly monitor and review the effectiveness of this policy and will make any necessary changes to ensure that it remains up to date and complies with relevant legislation.

# Conclusion:

The Company is committed to promoting a culture of transparency and integrity and encourages all employees to raise any concerns they may have about malpractice or wrongdoing in the workplace. This policy provides a safe and confidential mechanism for employees to do so and ensures that all concerns will be investigated thoroughly and in a timely manner. The company also ensures that whistleblowers are protected from retaliation, and that all employees are provided with the necessary information, instruction, and training on whistleblowing matters. The Company will regularly monitor and review the effectiveness of this policy to ensure that it remains up to date and compliant with relevant legislation.