

AVPB Whistleblowing Policy

(Making a Disclosure in the Public Interest)

Introduction

1. Alternatives to Violence Project Britain (AVPB) is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and volunteers to voice concerns in a responsible and effective manner. Where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management where it exists (although in relatively minor instances a manager would be the appropriate person to be told).

2. The Public Interest Disclosure Act, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. AVPB has endorsed the provisions set out below to ensure that no members of staff or volunteers should feel at a disadvantage in raising legitimate concerns.
3. It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or Governance decisions taken by the Trustees, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

Scope of Policy

4. This policy is designed to enable AVPB employees and volunteers to raise concerns internally and at a high level, and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but which might lead to the invocation of other procedures e.g. disciplinary. These concerns could include:
 - Financial malpractice or impropriety or fraud
 - Failure to comply with a legal obligation or Statutes
 - Dangers to Health & Safety or the environment
 - Criminal activity
 - Improper conduct or unethical behaviour
 - Attempts to conceal any of these

Safeguards

5. **Protection** - this policy is designed to offer protection to those AVPB staff and volunteers who disclose such concerns provided the disclosure is made:
 - in good faith
 - in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.
6. **Confidentiality** - AVPB will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

7. **Anonymous Allegations** - this policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the organisation. In exercising this discretion, the factors to be taken into account will include:
 - The seriousness of the issues raised
 - The credibility of the concern
 - The likelihood of confirming the allegation from attributable sources
8. **Untrue Allegations** - If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Procedures for Making a Disclosure

9. On receipt of a complaint of malpractice, the person who receives and takes note of the complaint must pass this information as soon as is reasonably possible to the appropriate designated investigating officer as follows:
 - Complaints of malpractice will be investigated by the appropriate Trustee or manager, unless the complaint is against that Trustee or manager or is in any way related to the actions of the Trustee or manager. In such cases, the complaint should be passed to the Chair of Trustees, or, where the Chair is involved as above, the Deputy-Chair.
 - The complainant has the right to bypass the line management structure and take their complaint direct to the Chair or Deputy-Chair. The Chair has the right to refer the complaint to another person if he/she feels that he or she can more appropriately investigate the complaint.
10. Should none of the above routes be suitable or acceptable to the complainant, then the complainant may approach one of the following individuals who have been designated and trained as independent points of contact under this procedure. They can advise the complainant on the implications of the legislation and the possible internal and external avenues of complaint open to them:
 - 1 _TBA_____
 - 2 _TBA_____
11. If there is evidence of criminal activity then the investigating officer should inform the police. AVPB will ensure that any internal investigation does not hinder a formal police investigation.

Timescales

12. Due to the varied nature of these sorts of complaints, which may involve internal / external investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.
13. The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

14. All responses to the complainant should be in writing and sent to their home address marked "confidential".

Investigating Procedure

15. The investigating officer should follow these steps:
 - Full details and clarifications of the complaint should be obtained.
 - The investigating officer should inform anyone who is the subject of the complaint as soon as is practically possible. They will be informed of their right to be accompanied by a lay person of their choice at any future interview or hearing held under the provision of these procedures. At the discretion of the investigating officer and dependent on the circumstances of the complaint an alternative representative may be allowed e.g. the individual's legal representative.
 - The investigating officer should consider the involvement of AVPB's auditors and the Police at this stage and should consult with the Chair or Deputy-Chair if appropriate
 - The allegations should be fully investigated by the investigating officer with the assistance, where appropriate, of other individuals or bodies.
 - A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chair or Deputy-Chair as appropriate.
 - The Chair or Deputy-Chair will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate AVPB procedures.
 - The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
 - If appropriate, a copy of the outcomes will be used to enable a review of AVPB procedures.
16. If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chair or Deputy-Chair, or one of the other Trustees.
17. If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, AVPB recognises the lawful rights of employees, ex-employees, volunteers and ex-volunteers to make disclosures to prescribed persons or body (e.g. the Health and Safety Executive). A full list of prescribed people and bodies can be found on the Government Website (www.gov.uk).