**Whistleblowing Policy**

**Change History**

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**Whistleblowing Policy**

**Contents**

1. INTRODUCTION

2. AIMS AND SCOPE OF THE POLICY

3. HIL’S PROMISE TO YOU

4. THE WHISTLEBLOWING PROCEDURE – HOW TO REAISE A CONCERN

5. THE WHISTLEBLOWING PROCEDURE – HOW HIL WILL RESPOND

**1. Introduction**

1.1 HIL is committed to the highest possible standards of openness, integrity and accountability. We expect employees, and others that we deal with, who have serious concerns about any aspect of the HIL’s work to come forward and voice those concerns.

1.2 The purpose of this Policy is to make it clear that you can raise your concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage.

1.3 The Policy and Procedure applies to all employees and those contractors working for the HIL on HIL premises, for example, agency staff, builders, drivers. It also covers suppliers and those providing services under a contract with the HIL in their own premises, in the premises of another contractor, including construction and other sites*.* The Policy also applies to organisations working in partnership with the HIL. This policy does not form part of any employee's contract of employment and we may amend it at any time.

**2. Aims and Scope of the Policy**

2.1 This policy aims to:

1. encourage you to feel confident in raising serious concerns and to question and act upon concerns;
2. provide avenues for you to raise those concerns and receive feedback on any action taken;
3. ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;
4. reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have raised any concern in good faith.

2.2 There are existing procedures in place to enable employees to lodge grievances relating to their employment. The Whistleblowing Policy is intended to cover concerns that fall outside the scope of other procedures and relate to reporting of suspected wrongdoing or dangers in relation to our activities. This Policy therefore includes your concerns about:-

1. criminal activity;
2. failure to comply with any legal obligation;
3. miscarriages of justice;
4. danger to health and safety;
5. damage to the environment;
6. the deliberate concealment of any of the above.

This is not an exhaustive list.

2.3 It should be emphasised that this Policy is intended to assist individuals who have discovered malpractice or serious wrongdoing. The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally. The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external.

**3. HIL’s Promise to you**

3.1 HIL is committed to good practice and high standards and wants to be supportive of employees and others who work for the HIL.

3.2 HIL will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith, even if you are genuinely mistaken in your concerns. Any harassment or victimisation of a whistleblower may result in disciplinary action against the person responsible for the harassment or victimisation (and in some cases they may be sued personally by the whistleblower). Anyone experiencing any such treatment should inform their manager (or other appropriate manager) immediately.

3.3 However, if HIL concludes that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

**4. The Whistleblowing Procedure - How to Raise a Concern**

4.1 As a first step, you should normally raise concerns with your immediate manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

4.2 Concerns may be raised orally or in writing. Hethel Innovation LTD (HIL) encourages you to identify yourself when raising your concern, but if you wish you may remain anonymous*.*

4.3 If you believe that senior management is involved, you should approach a different senior member of management.

4.4 The earlier you express the concern the easier it is to take action.

4.5 Although you are not expected to provide proof for your concern, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

4.6 You may invite a colleague or trade union representative to be present during any meetings or interviews in connection with the concerns you have raised, provided that they agree to respect the confidentiality of your disclosure and any subsequent investigation. Any meetings that need to be arranged with you can be held off-site if you wish.

4.7 If you are not an employee of the HIL we would prefer that you raise your concern in the first instance with the managing director.

**5. The Whistleblowing Procedure - How HIL Will Respond**

5.1 We will arrange a meeting with you as soon as possible to discuss your concern and will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information. In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

5.2 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.