

WHISTLE BLOWING POLICY

1. Introduction

The Public Interest Disclosure Act 1998 is aimed at helping employees to speak out about any perceived malpractice within the workplace.

Staff are expected to act with the highest levels of honesty and integrity in all that they do. However, there may be occasions when an individual believes that events have taken place which could lead to IF's reputation being compromised.

Such events include criminal behaviour, breach of Rules of Conduct, financial regulations or health and safety rules.

2. Raising a concern

- (i) The Ideas Foundation encourages its Trustees and staff to raise any genuine concerns with the CEO. If this is not appropriate, then an approach should be made to the Chairman of the Board of Trustees.
- (ii) Personal grievances should be raised through IF's grievance procedure.
- (iii) No individual will be victimised or suffer any reprisals as a result of raising a genuine concern.
- (iv) It is not necessary to have firm evidence of any wrongdoing before raising the concern.

3. Investigation

The CEO will meet with the individual to establish the facts to ascertain whether the concern raised is genuine and will then pass the details to the Chairman.

The Chairman or his / her representative on the Board will be responsible for investigating the concern and will seek advice, including professional advice as appropriate.

The person raising the concern will be kept informed of the progress of the investigations.

If the suspicions are not confirmed by the investigations, the matter will be closed. The individual raising the concern will not be treated or regarded any differently for raising the concern and their confidentiality will continue to be protected.

If staff feel their concerns are not being dealt with properly, or are being ignored, they can ask to be heard by another IF Board Member.

4. Confidentiality

All information will be treated in confidence as far as it is possible to do so. Staff are encouraged to give their name when raising concerns as information given anonymously can be difficult to investigate.

During the investigation all efforts will be made to find independent and separate evidence. However, circumstances may arise where an investigation cannot conclude or progress any further unless the individual is prepared to have their name cited in discussions.

In such a situation, consent would always be obtained prior to any action being taken. If consent is refused, then IF's Board of Trustees reserves the right in some circumstances to continue with the investigation.

5. Following the investigation

- (i) The Ideas Foundation recognises that there are two sides to every story; employees will be thanked for raising the matter, even if the concern proves to be mistaken.
- (ii) employees will be respected and legitimate employee concerns about their own position or career will be listened to
- (iii) employees will receive feed back about the outcome of any enquiry and any remedial action proposed to be taken.
- (iv) managers and other employees need to be aware that victimising people who raise genuine concerns is a disciplinary offence.
- (v) raising an untrue allegation maliciously is a disciplinary offence.

6. Monitoring

This policy will be reviewed regularly by the board and will be updated and amended in the light of change, guidance and best practice.

Agreed by IF Board of Trustees

Next Review due: June 2020