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# **Whistleblowing Policy and Procedure**

Reviewed: August 2019

Next review due: August 2021

## 1. Introduction

Red2Green seeks to ensure that the behaviour and practice of all staff and volunteers is to the highest standard and understands that staff and volunteers may be the first people to see unacceptable behaviour. We believe that individuals should be able to raise these concerns and be listened to without the fear of harassment or discrimination.

## 2. Scope

Concerns that should be raised via the Whistleblowing Policy, are in relation to the actions and behaviour of other staff or volunteers and should be about something that is perceived as one or more of the following:

- unlawful
- against Red2Green policies, including Health and Safety
- falling below established standard or practice
- amounting to improper conduct

Concerns that fall outside the scope of the Whistleblowing Policy are those raised by staff and volunteers:

- about their own conditions of service: these should be addressed via the Grievance Procedure
- as or on behalf of a service user\*: these should be addressed via the Complaints Procedure.
- In exceptional circumstances, where the complaint involves a number of service users, or the service user is unable/unwilling to make the complaint personally, the Whistleblowing Procedure may be followed.

## 3. Principles

This policy is based on the following fundamental principles:

- **All** staff and volunteers have the right to raise concerns about perceived unacceptable practice or behaviour.
- Staff should, where possible, first use existing procedures such as the Grievance Policy and Procedure.
- Red2Green will not tolerate harassment or victimisation and will take action to protect staff and volunteers when they raise a concern in good faith.
- Staff and volunteers can take the matter further if they are dissatisfied with the response.
- Red2Green will do its best to protect the identity of a member of staff or volunteer when they raise a concern and do not want their name to be disclosed. However, if the concern raised needs to be addressed through

another procedure, e.g. disciplinary procedure, the individual may be required to provide a signed statement as part of the evidence.

- In some circumstances Red2Green may have to disclose the identity of the individual without their consent, although this will be discussed with them first.
- Individuals who raise concerns will be kept informed of the progress and outcome of any investigation, except where the individual 'whistleblows' at the point of leaving Red2Green.
- Red2Green will not tolerate malicious or vexatious allegations, which may be considered a disciplinary offence.
- Records will be maintained for monitoring purposes

#### **4. Procedure for raising concerns**

- Staff and volunteers should talk to their manager in the first instance
- If the concern relates to their line manager they should talk to the Chief Operating Officer
- If the concern relates to the Chief Operating Officer, they should talk to the Chief Executive
- If the concern relates to the Chief or Deputy Chief Executive, they should talk in the first instance to the Chief Operating Officer and decide whether the issue needs to be referred to the Chair of the Board of Trustees.

#### **5. Monitoring**

Any concerns raised under this policy and the actions taken, will be reviewed by the Trustees annually. If trends or themes emerge that have not been resolved, an action plan will be developed to resolve the matter.