



DISCLOSURE OF INFORMATION

WHISTLEBLOWING POLICY

The Public Disclosure Act 1998 protects individuals who make certain disclosures of information in the public interest (protected disclosures). The purpose of this policy is to ensure that employees are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur. This policy applies to all employees.

You are encouraged to use the procedures set out in this policy if you have any concerns at all about wrongdoing at work including:

- A criminal offence;
- Any failure to comply with a legal obligation;
- A situation where health and safety is likely to be endangered;
- An environmental risk; any situation in which a young person or vulnerable adult may be at risk including inappropriate behaviour by a work colleague.
- Any situation in which a young person or adult at risk may be at risk including inappropriate behaviour by a work colleague
- A miscarriage of justice;
- The concealment of any of the above information.

If you are aware of any of the above circumstances, please discuss the matter with your line manager in the first instance.

If you do not wish to discuss the matter with your manager, you may contact any other member of management who will then contact the appropriate person for the purposes of the procedure. There may be circumstances where you consider this inadvisable, as you suspect management may be involved and/or will not take effective action. If you suspect the named person may be involved, the matter must be referred to a member of the board of trustees.

Any reports of wrongdoing will be treated in the strictest confidence. Do not assume your colleagues or management are aware of a problem at work or are dealing with it. Others may not be aware, or management may not be prepared to take any action.

We will launch our own investigation into the subject matter of the disclosure and will complete an investigation within a reasonable period.



Any employee who reports a wrongdoing will be consulted on the outcome. However, if it becomes clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this may constitute misconduct and will be dealt with in accordance with the terms of our disciplinary procedure.

Where a matter is being investigated, the person making the disclosure will be kept informed as to the progress of the investigation. Where the police become involved and/or disciplinary action is taken against other employees, the person making the disclosure may be required to give a statement or to assist, but whenever possible the identity of the person will be kept confidential.

We recognise there may be matters that cannot be dealt with internally and external authorities will need to be involved. Where this is necessary, we may make such a referral without your consent.

No employee will suffer any detriment at work as a result of making a protected disclosure

Responsibilities:

This policy will be reviewed every two years and approved by RMF board of Trustees.

Approved: February 2018

Reviewed: February 2020

Next Review February 2022

A handwritten signature in black ink that reads 'Alan Sanders'.