



Prospect Burma

Prospect Burma Whistle Blowing Policy

Policy statement

It is the duty of every member of staff, consultant and volunteer to speak up about genuine concerns in relation to criminal activity, fundraising practices, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Prospect Burma is committed to ensuring that any staff, consultant or volunteer who raises concerns in accordance with this policy and the complementary whistle blowing procedure will be taken seriously and the concerns investigated. A disclosure to Prospect Burma will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff, consultants and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

Who this policy is for?

This policy is for people employed by or volunteering with Prospect Burma. For the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed term contract of employment;
- On secondment to Prospect Burma;
- On a temporary contract or employed through an agency to work for Prospect Burma;
- An independent consultant for Prospect Burma;
- A volunteer with Prospect Burma;
- Contractors and suppliers of services to Prospect Burma.

Guiding principles

To ensure that this policy is adhered to, and to assure staff, consultants and volunteers that the concern will be taken seriously, Prospect Burma will:

- Not allow the person raising the concern to be victimised for doing so;
- Treat victimisation of whistle blowers as a serious matter that may lead to disciplinary action that may include dismissal;
- Not attempt to conceal evidence of poor or unacceptable practice;
- Take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct;
- Ensure confidentiality clauses in employment contracts do not restrict, forbid or penalise whistle blowing;
- Liaise with the other organisations (see section below) to whom staff report malpractice.

Independent advice and further reading

Further Information for charitable organisations can be found on the Charity Commission's website on:

[http://www.charity-commission.gov.uk/Our regulatory activity/Reporting issues/Trustee employee and volunteer guidance index.aspx](http://www.charity-commission.gov.uk/Our_regulatory_activity/Reporting_issues/Trustee_employee_and_volunteer_guidance_index.aspx)

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Chair of trustees or another appropriate trustee who will arrange any further investigation as he/she thinks appropriate. The Chair will send a written response to the individual concerned.

If ultimately not satisfied you may feel that it is more appropriate to report a matter to another organisation. Other organisations concerned with standards in the voluntary sector include:

- The Charity Commission - 0845 300 0218
- Audit Commission for local authorities and the National Health Service in England and Wales – 0844 798 3131
- Health & Safety Executive – contact on-line; <http://www.hse.gov.uk/contact/index.htm> or in emergency 0845 300 9923
- NHS Fraud & Corruption Reporting Line – 0800 028 40 60
- Public Concern at Work and ACAS can advise on the circumstances when it is more appropriate to contact an outside body.