

# **Cambridge City Foodbank**

## **Whistleblowing Policy**

### **INTRODUCTION**

We want to observe high standards and encourage a culture of openness where employees and volunteers can raise issues which concern them at work. We build a healthy culture by practicing honesty and integrity in fulfilling our responsibilities, and we comply with all applicable laws. Under certain circumstances, the law protects employees from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

### **QUALIFYING DISCLOSURES**

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Charity has committed a “relevant failure” by:

- a) committing a criminal offence;
- b) failing to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual;
- e) environmental damage; or
- f) concealing any information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to dangerous practice that has happened, is happening, or is likely to happen. The Charity will take any concerns that you may raise relating to the above matters very seriously.

The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

### **THE PROCEDURE**

- In the first instance you should report any concerns you may have to your line manager, verbally or in writing
- If you cannot tell your line manager, for whatever reason (e.g. a conflict of interest, the issues is so serious etc.) you should raise the issue with the Chief Executive, at [CEO@ccfb.org.uk](mailto:CEO@ccfb.org.uk)
- If, for good reason, you cannot raise it with any of the above, you should raise the issue with the Chair of Trustees, at [Chair@ccfb.org.uk](mailto:Chair@ccfb.org.uk)
- The whistleblower does not need to provide evidence to support their concern.
- You can whistle blow anonymously (in writing, marked Confidential, to the charity’s registered address); however, we might not be able to take the claim any further, if there isn’t enough information to follow.

### **OUR RESPONSE**

- Depending on the nature of the concern raised we will make internal enquiries / carry out an internal or external investigation (informal or formal).
- Any enquiries and/or investigations will be carried out within a reasonable time.
- We will keep you informed on the progress of our response and when it is completed. We will not be able to inform you of any matters which would infringe any duty of confidentiality owed to others; however, we will take reasonable steps to maintain the confidentiality of the whistleblower, where requested (unless required by law to break that confidentiality).
- If the whistleblower is anonymous, we cannot guarantee feedback can be given and the action of looking into a concern could be limited.

### **TREATMENT BY OTHERS**

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

### **ALTERNATIVE ACTION**

If you are not happy with the way we have handled the whistleblowing, you can contact:

Protect	Free, confidential whistleblowing advice protect-advice.org.uk	020 3117 2520
Trussell	Foodbank network franchisor enquiries@trussell.org.uk	01722 580 180 (option 1)
Charity Commission	The charity regulator charitycommission.gov.uk	0300 066 9197