

Caban Y Faenol CYF

Whistleblowing Policy

Caban Y Faenol Cyf policy is to conduct its business with honesty and integrity and all staff and volunteers are expected to maintain high standards. Staff and volunteers are encouraged to report suspected wrongdoing as soon as possible. This policy applies to all individuals working at all levels within the club.

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Whistleblowing encourages and enables employees to raise serious concerns **within** Caban Y Faenol rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to Caban Y Faenol.

Caban Y Faenol is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of Caban Y Faenol work to come forward and voice those concerns.

Our aim is:

- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

Caban Y Faenol recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

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Caban Y Faenol will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must **not** act maliciously or make false allegations.
- Staff must **not** seek any personal gain.

In the first step you should normally raise concerns either verbally or in writing with the manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the chairperson of the management committee.

The whistle-blowing policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of law
- health and safety risks, including risks to the public as well as other employees
- damage to the environment
- sexual or physical abuse of clients,
- other unethical conduct

Caban Y Faenol will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to the external auditor

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Caban Y Faenol Cyf encourages openness, and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken. Staff must not suffer any detrimental treatment as a result of raising a genuine concern. Staff must not threaten or retaliate against whistleblowers in any way. Individuals involved in such conduct may be subject to disciplinary action. If Caban Y Faenol Cyf concludes that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

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