

<b>Newburn Power Rental Quality Manual</b>	Policy POL 160040	<b>Page 1 of 3</b>
<b>Section:</b> HR	<b>Subject Title:</b> Whistleblowing Policy	
<b>Prepared by:</b> C E Bright	<b>Original Date:</b> 29 <sup>th</sup> June 2020	
<b>Issued by:</b> C E Bright	<b>Revision Date:</b> 7 <sup>th</sup> February 2022	
<b>Approved by:</b> M Henstock	<b>Annual Review Date:</b> 7 <sup>th</sup> February 2025	

**Policy:**

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

**Purpose:**

The aims of this policy are:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- To provide staff with guidance as to how to raise those concerns.
- To reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

**Responsibility:**

This policy applies to all individuals working at all levels of the organisation, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term workers, casual and agency staff (collectively referred to as **staff** in this policy).

All staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and suggest ways in which it might be improved.

## Key Elements:

### What is whistleblowing?

**Whistleblowing** is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation or regulatory requirements;
- financial fraud or mismanagement;
- negligence;
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters

A **whistleblower** is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a **whistleblowing concern**) you should report it under this policy.

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases you should use the Grievance Procedure.

### Raising a whistleblowing concern

We hope that in many cases you will be able to raise any concerns with your manager. You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases they may refer the matter to the Whistleblowing Officer.

However, where the matter is more serious, or you feel that your manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact a Director.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

## **Confidentiality**

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible and have been made in good faith. Whistle blowers who are concerned about possible reprisals if their identity is revealed should come forward and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

## **External disclosures**

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are at the end of this policy.

Whistleblowing concerns usually relate to the conduct of our staff, but they may sometimes relate to the actions of a third party, such as a customer, supplier or service provider. The law allows you to raise a concern in good faith with a third party, where you reasonably believe it relates mainly to their actions or something that is legally their responsibility. However, we encourage you to report such concerns internally first.

## **Investigation and outcome**

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistle blower has made false allegations maliciously, in bad faith or with a view to personal gain, the whistle blower will be subject to disciplinary action.

### **If you are not satisfied**

While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy you can help us to achieve this.

If you are not happy with the way in which your concern has been handled, you can raise it with one of our other Directors. Contact details are set out at the end of this policy.

### **Protection and support for whistleblowers**

It is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support staff who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform your manager immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

Staff must not threaten or retaliate against whistleblowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

### **Contacts**

Whistleblowing Officer      Stacey Wakefield      [swakefield@npr-uk.com](mailto:swakefield@npr-uk.com)  
0845 077 6693

Directors:                      Carole Bright      [cbright@npr-uk.com](mailto:cbright@npr-uk.com)  
0845 077 6693

M Henstock      [mhenstock@npr-uk.com](mailto:mhenstock@npr-uk.com)  
0845 077 6693

Public Concern at work (whistleblowing charity)  
Helpline: 02074046609  
Email: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)  
website: [www.pcaw.co.uk](http://www.pcaw.co.uk)

**Key Elements:**

DISCRIMINATION:

NPR is committed to eliminating any discrimination in relation to employees, recruitment and promotion, the purchase of goods and services and the sale of our goods and services.

HARASSMENT

Ensure that all employees, prospective employees, visitors and customers can go about their business in an atmosphere free of intimidation or abuse.

DIVERSITY

Recognising and reflecting the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

MONITORING AND EVALUATION

We will gather information on:

- The age, ethnicity, gender and disability profile of employees.
- The number and nature of complaints or grievances of harassment and discrimination.

We will take any action necessary to improve in any aspect of our commitment to equality and diversity.

We will rise to the challenge of making NPR a place where equality and diversity of background and thinking are both welcomed and valued.

Signed:



Mark Henstock

**Managing Director**

Date:.....7<sup>th</sup>February2024.....

**Related Documents:**

<b>Document name</b>	<b>Document code</b>
Equal Opportunities	POL 160006
Recruitment and Selection	POL 160017
Employee Promotion	POL
Slavery and Human Trafficking	POL 160004