

A SHORT GUIDE TO WHISTLE-BLOWING

Counter Fraud and Enforcement Unit

What is Whistle-Blowing?

When an employee reports 'wrongdoing' which is typically witnessed at work

Legal protection

An employee who whistle-blows is protected by law from discrimination

As long as they reasonably believe they are acting in the public interest i.e. being for the benefit of the community as a whole not a personal grievance

What sort of wrongdoing should be reported?

Criminal offences / failure to comply with legal obligations

Covering up any wrongdoing

Endangering the health & safety of others / Damage to the environment

Who should you raise an issue with?

Internally if possible to help protect you

To HR, Counter Fraud and Enforcement Unit, Internal Audit or a line manager

Can you report anonymously?

Yes but you can't be protected by the law then

If we don't know who you are it also makes it difficult to investigate thoroughly

Will it be kept confidential?

Yes, every effort will be made to protect your identity

You should try not to discuss your concerns with colleagues once you have whistle-blown

Harrasment and victimisation

You will be supported and protected

We will not tolerate harrasment or victimisation of any employee raising a legitimate concern

Is there an alternative reporting route?

Please see the Whistle-Blowing Policy for external prescribed bodies

What information do I need to give you?

You don't need to prove your allegation but the more detail and evidence you can provide the better i.e. make notes of dates, locations and keep e-mails etc

What will the Council do?

We will respond quickly and if necessary conduct an internal investigation

If required we will report to other bodies such as the Police

How will I know what's going on?

You will get an acknowledgement and confirmation of what is going to happen

Further information

The Whistle-Blowing Policy is on the website and provides details about the process and possible outcomes