

Whistleblowing Policy

It is the duty of every member of staff and every volunteer to speak up about genuine concerns in relation to criminal activity, breach of legal obligations (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.

JHAW/CHIC is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to JHAW/CHIC will be protected if the member of staff has an honest and reasonable suspicion that malpractice has occurred, is occurring, or is likely to occur. Staff 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 working with or for JHAW/CHIC. For the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed-term contract.
- On secondment to JHAW/CHIC.
- On a temporary contract or employed through an agency.
- An independent consultant for JHAW/CHIC.
- A volunteer with JHAW/CHIC.

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to the Chair of trustees. If they do not feel that this is the appropriate person, they should approach one of the other trustees. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied by a colleague at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know being informed.

The Chair or one of the other trustees will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible.

The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, JHAW/CHIC Treasurer will be informed by the Chairperson.

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 they think appropriate. The Chair will send a written response to the individual concerned.

Guiding principles.

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, JHAW/CHIC 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 anyone destroys or conceals evidence of poor or unacceptable practice or misconduct.
- Ensure confidentiality clauses in employment contracts do not restrict, forbid, or penalise whistleblowing.
- Liaise with any other organisations to whom staff or volunteers may report malpractice (e.g., The Charity Commission, Health & Safety Executive).

Review

From November 2027, this policy will be reviewed on an annual basis.

This policy was reviewed on: 23 September 2026.

Next review due: November 2027.