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###### WHISTLE-BLOWING POLICY

Introduction

* We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

**Definition**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes safeguarding, bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

Raising a Concern

If you have a concern please contact [safeguarding@justadrop.org](mailto:safeguarding@justadrop.org). Our Safeguarding Officer will arrange a meeting with you as soon as possible to discuss your concern.

Confidentiality

Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

External Disclosures

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. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Protection and Support for Whistle-blowers

We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern.

You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases, the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistle-blower has made false allegations maliciously, the whistle-blower may be subject to disciplinary action.

Public Concern at Work Helpline: (020) 7404 6609; E-mail: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk) website: [www.pcaw.co.uk](http://www.pcaw.co.uk)