



Registered Charity Number 1058931

www.pdccf.org

WHISTLEBLOWING POLICY

Date Created: August 2022

Authorised: Dr Martin Hussey, PDCCF Chair
on behalf of the PDCCF trustees

Updated: September 2022

Review Date: September 2023

Definition

Whistleblowing is when a person knows, or suspects, that there is some wrongdoing occurring within the organisation and alerts the trustees or the relevant authority accordingly.

An individual who is a whistleblower is protected by the Public Disclosure Act 1998.

Actions to be taken by an individual

If you know, or suspect, that some wrongdoing is occurring within the charity, you should raise the matter immediately with a trustee.

Possible situations

Although this list is not exhaustive, examples of situations in which it might be appropriate for you to report a wrongdoing include:

- Financial irregularities
- harassment or bullying
- damage to the environment
- the committing of a criminal offence.

Action to be taken by the PDCCF trustees

Any trustee who is informed of potential wrongdoing will take immediate action to investigate the situation. In doing so, the trustee will take every possible step to maintain the anonymity of the whistleblower. It is important to be fair, both to the whistleblower and also to any others involved. If someone is potentially being accused of misconduct they must be given the opportunity to state their side of the story. In any investigations the charity will respect any concerns expressed about your own safety and wellbeing.

The charity will always aim to deal with the concerns in a timely fashion. However, thoroughness must remain a priority.

The whistleblower will be kept informed of any investigation that is taking place and will be informed of the outcome of the investigation. It might not always be appropriate to give full details of any actions taken, but the whistleblower will be informed if action is taken.

Alerting outside bodies to a potential wrongdoing

An individual should almost always, in the first instance, talk to a PDCCF trustee about a potential wrongdoing. All such contacts will be treated in confidence.

If the individual is not satisfied with the response, or there are exceptional or urgent circumstances, then the whistleblower is entitled to, and should, contact the relevant external

body to express the concerns. It is not possible to give precise examples but relevant situations where it might be best to contact an external body such as the Charity Commission might be:

- if the problem involved the trustees or Chair of the Charity
- in the case of a criminal offence, the police should be contacted

In doing this you should:

- have a reasonable belief that the allegation is based on correct facts
- not be making any personal gain from the revelations
- make the disclosure to a relevant body.

A “relevant body” is likely to be a regulatory body (e.g. The Charity Commission).

Contacting the media

The media is not a relevant external body. Whistleblowers should not contact the media with allegations about the charity.

Protection against detriment

If a whistleblower takes action under the Public Disclosure Act 1998 they will be protected from any detriment in relation to any allegations that are made.

If the procedure set out is not followed, which encompasses the requirements of the Public Disclosure Act 1998, the protection against detriment will not apply.