

## protected disclosures (whistleblowing)

The Charity actively encourages workers/employees to disclose any concerns about wrong-doing within the Charity. Wrongdoing within the Charity may amount to one or more of the following matters that has occurred, is occurring or is likely to occur in the future:

- a criminal offence
- breach of a legal obligation
- miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment
- deliberate cover-up of any of the above matters
- damage to the reputation of the Charity as a result of damaging or libelous comments being posted on social networking or social media sites
- bullying, harassment or victimisation of an employee via cyber bullying and/or social networking or social media sites

Where you have a concern in terms of any of the above examples you should immediately report any allegations or concerns about malpractice to your Manager in the first instance. This will then be referred to the appropriate person. If you are uncomfortable speaking with your line manager for any reason, you may contact HR or the Chief Executive.

Any information you provide will be treated in the strictest confidence. You will be kept informed of the progress of the Charity's investigation into the alleged malpractice and the steps which will be taken upon the conclusion of the Charity's investigations.

Provided you raise your concerns in good faith regardless of whether or not it is ultimately substantiated, no disciplinary action will be taken against you by the Charity.

Where your allegation or concern is communicated by you to an external source before you have exhausted the internal procedure set out, this may result in disciplinary action being taken against you if it is considered that your act in communicating your allegation to an external source was unreasonable before attempting to resolve it internally.

### protection

**caba** undertakes that no employee who makes a bona fide report in accordance with this statement will be subjected to any detriment as a result, in accordance with section 47B of the Employment Right Act 1996. In the event that you believe you are being to subject to detriment by any person within **caba** as a result of your decision to make a 'public interest disclosure' you must inform HR immediately and appropriate action will be taken to protect you from any reprisals.