



## **Employee Whistle Blowing Policy**

Whistle blowing is the disclosure of information which relates to suspected malpractice, wrongdoing or dangers at work. This could, for example, include:

- Criminal activity
- A miscarriage of justice
- Danger to health and safety
- Damage to the environment
- Failure to comply with any legal obligation or regulatory requirements
- Financial malpractice
- Bribery - active and passive
- The deliberate concealment of any of the above

The Public Interest Disclosure Act 1998 (PIDA) protects workers who 'blow the whistle' on wrongdoing in the workplace. PIDA gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. While the employee discloses a wrongdoing in a responsible manner and complies with the terms of the legislation in doing so, Rogate Parish Council is committed to abiding by the terms of the PIDA.

The aims of this policy are as follows:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate and that their confidentiality will be respected;
- To provide guidance to staff as to how to raise such concerns; and
- To reassure staff that they should be able to raise genuine concerns in good faith without the fear of reprisals.

### **Procedure**

When a whistle blowing event has occurred, the whistle blower (WB) should inform the Chairman (C); Vice-Chairman (VC) or if concern involves the C/VC another appropriate Councillor (AC).

After the concern has been raised, the C/VC/AC will decide how to respond in a responsible and appropriate manner under this policy. If the matter requires further investigation, this will be carried out as soon as practically possible. Parties involved in the investigation must respect the confidentiality of the process. Further investigation may involve arranging a meeting with WB. As far as possible C/VC/AC should keep WB informed of the any decisions made but only where there is no infringement of confidentiality. Should Rogate Parish Council discuss any outcome with WB, WB must treat such information as confidential.

Rogate Parish Council will not reveal WB's identity except:

- Where the Council is legally obliged to do so
- Where the information is already in the public domain
- On a strictly confidential basis to a lawyer and/or accountant

If Rogate Parish Council is required to reveal WB's identity they will tell WB in advance and explain the reason(s) why.

Should WB not wish to raise the matter internally and honestly believes that the allegations are true, reporting the matter to external authorities should be considered. Rogate Parish Council would ask that WB seeks advice before raising the matter externally through the following independent bodies:

Public Concern at Work 020 3117 2520/whistle@pcaw.co.uk/www.pcaw.co.uk

Whistle Blowing Advice Line 020 7404 6609

If it is apparent or becomes apparent that WB has made allegations under this policy for malicious reasons, this will constitute misconduct and will be dealt with in accordance with Rogate Parish Council's disciplinary procedure.

	<b>Date</b>	<b>Minute ref</b>
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