**NOTE FOR EMPLOYERS**

Below is an example ‘whistleblowing’ procedure for your use. It is relevant both to employed and self-employed people, as well as your volunteers.

You can find further advice about whistleblowing from the charity Public Concern at Work, see [www.pcaw.org.uk](http://www.pcaw.org.uk)

# EXAMPLE WHISTLEBLOWING PROCEDURE – xx AREA QUAKER MEETING

## This procedure applies to employees, self-employed people and volunteers.

## This procedure does not form a part of employees’ contracts of employment and may be changed from time to time.

#### 1. Definition

Whistleblowing is when an individual knows, or suspects, that there is some wrongdoing occurring within the organisation and alerts the employer or the relevant authority accordingly.

The Public Interest Disclosure Act 1998 gives protection to individuals, casual workers, agency workers and contractors who make a qualifying disclosure when they reasonably believe it is in the public interest for them to do so. Although there is no legal protection for volunteers, our Area Meeting recognises the importance of all individuals being able to raise issues of concern and has therefore extended this policy to cover volunteers.

#### 2. Actions to be taken by the individual

If an individual knows or suspects that some wrongdoing is occurring within the Local or area meeting, s /he should raise the matter immediately with his or her manager or supervisor. If the individual feels unable to do this, they should raise the matter with one of the area meeting trustees. The area meeting trustees’ contact details are attached as an appendix to this policy.

#### 3. Possible situations

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

* a breach, or potential breach, of health and safety legislation
* a breach of another legal obligation
* a miscarriage of justice
* financial irregularities
* damage to the environment
* the committing of a criminal offence
* an act of bribery
* deliberate concealment of any of the above.

#### 4. Action to be taken by the person who is informed of the potential wrongdoing

Any individual who is informed of potential wrongdoing should inform the trustees of the area meeting who will arrange for the matter to be investigated. In doing so, every possible step will be taken to maintain the anonymity of the individual who has made the allegation of wrongdoing.

The individual who has made the allegation will be kept informed of any investigation that is taking place. The individual will also be informed of the outcome of the investigation. It might not always be appropriate to tell the individual the detail of any action that is taken, but the individual will be informed if action is taken.

#### 5. Alerting outside bodies to a potential wrongdoing

An individual should always, in the first instance, talk to their manager or an area meeting trustee about a potential wrongdoing. If the individual is not satisfied with the response, he or she is entitled to contact a relevant external body to express the concerns. In doing this the individual should:

* have a reasonable belief that the allegation is based on correct facts
* make the disclosure to a relevant body
* have a reasonable belief it is in the public interest to make the disclosure.

A “relevant body” is likely to be a regulatory body (eg the Health and Safety Executive or it could be Friends House).

#### 6. Contacting the media

The media is not a relevant external body. Individuals shouldn’t contact the media with allegations about the local or area meeting, except in extraordinary circumstances where neither the organisation nor the relevant regulatory body would be appropriate.

#### 7. Protection against detriment

Any individual who takes action under this policy will be protected from suffering any detriment in relation to the allegations that are made, including victimisation by a member or attender at the meeting or by colleagues.

If the individual does not follow the procedure set out, the protection against detriment may not apply. Disclosing information in an inappropriate way (eg contacting the media) could result in disciplinary action being taken against the individual, which could include dismissal. In the case of a volunteer, it could lead to the area meeting ending the volunteering. In the case of a self-employed person, it could lead to the termination of the contract for services.