



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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# BISHOP GROSSETESTE UNIVERSITY LINCOLN

## WHISTLE BLOWING POLICY

### Scope

This policy applies to all employees and contractors who may from time to time work within the University. This includes full time, part time, temporary and agency staff.

Students wishing to raise concerns regarding any wrongdoing should use the complaints procedure.

Responsibility for updating the policy rests with Human Resources and it is approved by SLT.

Useful sources of reference:

BERR (Department for Business, Enterprise and Regulatory Reform)

<http://www.berr.gov.uk>

Last updated	June 2013
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The University encourages a free and open culture in its dealings between management, employees, and all with whom it engages in business and legal relations. In particular this institution recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with.

This policy is designed to provide guidance to all those who work with or within the organisation who may from time to time feel that they need to raise certain issues relating to the organisation with someone in confidence. Where evidence or a genuine and reasonable belief exists employees at any level should feel free to raise such matters without fear of victimisation. All such matters will be taken seriously, and will be dealt with at a senior level and, as far as practicable, in confidence.

The Public Disclosure Act protects workers from being dismissed, or penalised by the employer, another worker or an agent of the employers for raising legitimate concerns about specific matters.

**A disclosure made – in the public interest where an** employee reasonably believes that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation is a “qualifying disclosure”

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the environment has been, is being or is likely to be damaged
- Information tending to show any matter falling within any one of the preceding paragraphs has been is being or is likely to be deliberately concealed.

It is not necessary that employees prove the breach or failure that they are alleging has occurred or is likely to occur, but may simply raise a disclosure on reasonable belief is sufficient. However, they should note that they will not be protected from the consequences of making such a disclosure unless it is a reasonable belief of the employee, or by doing so, they commit a criminal offence.

If employees wish to raise or discuss any issues which might fall into the above category they should contact *any member of Senior Leadership Team (SLT)* or if no member of the SLT is available, the Chair of Council or Chair of Audit Committee as appropriate, who will treat the matter in confidence.

If the matter of concern relates to the Vice Chancellor then employees should contact the and Chair of Council.

In some cases it is likely that further investigation will be necessary and employees may be required to attend a disciplinary or investigative hearing as a witness. Appropriate steps will be taken to ensure that their working environment and/or working relationship is/are not prejudiced by the fact of the disclosure. If employees reasonably believe that the relevant failure (i.e. one of the set of circumstances listed above relates wholly or mainly to the conduct of a person other than their employer or any other matter for which a person other than the University has legal responsibility, then they should make that disclosure to that other person.

Employees should be aware that the policy will apply where a disclosure is made in good faith and where they reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in maliciously (for instance, in order to cause disruption within the University ), or concerns information which employees do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence which may constitute gross misconduct and result in dismissal.

The matter will be investigated and where possible the outcome of the investigation will be reported back to the “Whistleblower”. Employees may make a disclosure to Public Concern At Work (contact details below) the leading authority on public interest whistle blowing, if they consider that it has an interest in the matter and, despite the best efforts of the University they believe that disclosure within the organisation is inappropriate or has been unsuccessful. Disclosures made to employees' legal advisors in the course of obtaining legal advice will be protected.

#### Contacts

Public Concern at Work  
3<sup>rd</sup> Floor, Bank Chambers  
6-10 Borough High Street  
London  
SE1 9QQ

Whistleblowing Advice Line: 020 7404 6609  
Telephone (general enquiries and helpline) 02031172520

#### Email

UK advice line: [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk)  
Media enquiries: [press@pcaw.org.uk](mailto:press@pcaw.org.uk)  
UK services: [services@pcaw.org.uk](mailto:services@pcaw.org.uk)