

## Whistleblowing Policy

<b>Title</b>	Whistleblowing Policy	
<b>Aim</b>	To allow anyone who has genuine concerns about serious malpractice at the Co-operative College to raise them in a responsible and confidential manner	
<b>Related Policies / Documents / Procedures</b>	<ul style="list-style-type: none"> <li>• Grievance Procedure</li> <li>• Complaints Procedure</li> </ul>	
<b>Date for Implementation</b>	March 2008	
<b>Approved by</b>	Board of Governors	14 March 2008
<b>Date of next review</b>	March 2011	
<b>Distribution</b>	All College staff All College associates	
<b>Version Control</b>	<b>Previous Versions approved:</b> 2004	

## Whistleblowing Policy

The College wishes to encourage a trusting and supportive environment for all its employees, associates and learners. The College operates a 'Whistleblowing' policy and encourages employees, associates and learners to make disclosures of information in the public interest. The following policy is in place to allow anyone who has genuine concerns about serious malpractice to raise them in a responsible and confidential manner.

### Code of Conduct

This code is based on an assumption of good faith and motives that are concerned with the best interests of good corporate governance. Issues raised for vexatious or vindictive reasons may not be processed. The code is also based on the assumptions that the procedure will only be used as a vehicle of last resort. For example, complaints from members of the public should normally be addressed to the Chief Executive & Principal, Chair of the Board or Clerk to the Board as appropriate, and employees and associates would be expected to have used the complaints and consultation procedures available to them. It should only be after the failure of such routine processes that this procedure could be used.

Similarly, members of the Board would be expected to have attempted to resolve any issue arising by reference to the Chair of the Board, Clerk to the Board or Chief Executive & Principal.

The aim of the procedure is to provide a route for resolving issues outside of normal processes and line management structure to aid open governance and to provide protection for complainants against any recriminating action.

The existence of the procedure will, in itself, provide a deterrent for the prevention of any malpractice, but if such an occurrence should arise, then the Board will have an approved procedure to follow and complainants will have a known course of action to take.

The Clerk to the Board will be available to give advice to any member of the Board, member of staff or member of the public, should they wish to obtain such advice.

If matters exceptionally reach a state where all normal avenues for resolution have been exhausted and a satisfactory result not obtained, any member of the Board, member of staff or member of the public shall be entitled to take the following further steps. Provided this is done in good faith, the complainant will not be subject to any disciplinary or other punitive action by College management or the Board.

The College will ensure full legal protection of employees, students or clients under the Public Interest Disclosure Act 1998 where such a disclosure tends to show one or more of the following:

## Whistleblowing Policy

- a) That a criminal offence has been committed, is being committed or is likely to be committed.
- b) That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he/she is subject.
- c) That a miscarriage of justice has occurred, is occurring or is likely to occur.
- d) That the health or safety of any individual has been, is being or is likely to be endangered.
- e) That the environment has been, is being or is likely to be endangered.
- f) That information tending to show that any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.