



Whistle Blowing Policy

Document Reference: CXNPOL2

Version Number: 2.5

Date Created: July 2014

1. Purpose of the policy

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. We encourage staff to report suspected wrongdoing as soon as possible.

The purpose of this policy is to provide a framework for employees to report concerns about illegal, unethical, or improper conduct within the organization without fear of retaliation.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body, such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

2. Applicable Legislation

[Public Interest Disclosure Act 1998](#)

[Employment Rights Act 1996](#)

[Directive - 2019/1937 - EN - EU whistleblowing directive - EUR-Lex](#)

3. Scope of the Policy

This policy applies to all individuals working at all levels of the organisation, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed term workers, casual and agency staff, and volunteers (collectively referred to as staff in this policy).

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

4. Definitions/Abbreviations

- Whistleblowing is the act of reporting suspected wrongdoing or dangers at work. This includes, but is not limited to:
 - Criminal activity
 - Health and safety risks
 - Environmental damage
 - Fraud or financial irregularities
 - Breach of legal obligations
 - Miscarriage of justice
 - Covering up any of the above
- CEO – Chief Executive Officer

5. Responsibilities

The Company will uphold, review and maintain this policy. They will investigate thoroughly, and objectively investigate any concerns expressed by this policy.

Employees have a duty to make themselves aware of this policy and to ensure that any concerns are raised in a timely manner under this policy.

Deliberately making false or malicious allegations is a serious offence and may result in disciplinary action.

6. Procedure/Description & Instructions

6.1 Protection and Support for Whistle Blowers

We aim to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment because of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer OR the CEO immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

Staff must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

If it is found that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

6.2 How to Raise a Concern

We hope that in many cases you will be able to raise any concerns with your line manager, however, where you prefer not to raise it with your manager for any reason, please inform the Whistleblowing Officer or CEO. Contact details are as below.

Whistleblowing Officer	Name: James Symonds Telephone: 07543506157 Email: j.symonds@connexin.co.uk
CEO	Name: Furqan Alamgir Telephone: 02071485757 Email: fa@connexin.co.uk
Public Concern at Work (Independent whistleblowing charity)	Helpline: 020 31172520 Website: protect-advise.org.uk

6.3 Investigation Process.

All reports will be investigated promptly and thoroughly. The investigation process will include:

- Acknowledgement of the report as promptly as possible.
- An initial assessment to determine the scope of the investigation.
- A detailed investigation will be conducted by an impartial team.
- A report of findings and recommendations will be provided.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

6.3 Confidentiality

All reports will be treated confidentially. The identity of the whistleblower will be protected, and we will make every effort to conceal your identity and will only disclose it if we are obliged to do as if required by a court of law.

7. Monitoring & Audit

This policy will be reviewed annually and updated as necessary to ensure its accuracy, effectiveness, and compliance with relevant legislation.