



# Whistleblowing Policy

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## 1. Introduction

- 1.1 New Model Institute for Technology and Engineering (NMITE) is committed to maintaining categorical standards of honesty, transparency and accountability. In this policy ‘whistleblowing’ means the reporting by employees of suspected misconduct, illegal acts or failure to act within the Organisation.
- 1.2 Though employees or volunteers will often be the first to know when someone inside or connected with an organisation is doing something illegal, dishonest or improper, there is often a reluctance to act on the situation. NMITE believes that there is nothing to be gained – and much more to be lost – if someone withholds important information about potential wrongdoing. ‘Whistle blowing’ is viewed by NMITE as a positive act that can make a valuable contribution to the Organisations efficiency and long-term success. NMITE is committed to achieving the highest possible ethical standards in public life and in all its practises. To help achieve these standards, we encourage freedom of speech.
- 1.3 This document outlines NMITE's policy and the procedure for which you can report your concerns. Not only is this whistleblowing policy statement intended to protect NMITE’s reputation and work, but it is also intended to be a deterrent to corruption and malpractice.



## 2. Policy Status

This policy applies to each member of NMITE community – staff (including honorary, emeritus and visiting staff), learners, Trustees and volunteers. This policy is non-contractual, and we reserve the right to amend it at any time.

## 3. Scope of the Policy

- 3.1 This policy is intended to enable those who become aware of wrong doing in NMITE affecting some other person or service, to report their concerns at the earliest opportunity to they can be properly investigated.
- 3.2 The Whistleblowing Policy is not intended to replace existing procedures:
- If your concern relates to your own treatment as an employee, you should raise it under the existing Grievance or Harassment Policies.

## 4. Disclosures under this Policy

- 4.1 You can make a disclosure under this Policy if you have genuine concerns relating to any of the following areas of malpractice, or suspected malpractice:
- Criminal activity
  - Breaches of justice
  - Activities compromising health and safety
  - Activities that damage the environment
  - Failure to comply with a legal obligation
  - Bribery, be it financial malpractice, impropriety, or fraud
  - Attempts to conceal any of the above
- 4.2 This applies to incidents past, present, or prospective. You are encouraged to report suspected wrongdoing as soon as possible. No action will be taken against you if you raise genuine concerns even if the concern you raised is not confirmed by any subsequent investigation.

## 5. Confidentiality and anonymity

- 5.1 Any disclosure you make under this Policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.
- 5.2 We hope you will feel comfortable to voice any concerns openly, though, you may make a disclosure anonymously. However, concerns expressed anonymously cannot be dealt with as effectively as open disclosures as they are often more difficult to



investigate. There may also be situations where anonymity cannot be possible due to legal reasons, such as the use of evidence in a court case.

## 6. Making a Disclosure

- 6.1 In the first instance you should bring the matter to the attention of your line Manager, who will inform the Director of People & Operations if the disclosure contains allegations about [your immediate manager] or the malpractice occurs at this level, you may make the disclosure directly to the Director of People & Operations.
- 6.2 If your disclosure contains allegations which you do not wish to make to the Director of People & Operations, you can make the disclosure directly to the CEO.
- 6.3 If your disclosure concerns a very serious allegation, the Board will be notified.

Director of People & Operations can be contacted on:

01432 371111 Ext 329

[HR@nmite.ac.uk](mailto:HR@nmite.ac.uk)

The CEO can be contacted at:

01432 37111 Ext 310

[CEO@nmite.ac.uk](mailto:CEO@nmite.ac.uk)

## 7. Initial Investigation

- 7.1 Once a concern has been raised, we will investigate this. If you have not made the complaint anonymously, you will be asked to attend a meeting as part of this investigation.
- 7.2 We will keep you informed as to the progress of the investigation, as far as is possible and appropriate. It must be remembered that confidentiality obligations may apply. Please note that you will not be given details of any disciplinary action taken unless we consider this appropriate.

## 8. Dissatisfaction with the outcome of the process

If you are dissatisfied with the outcome of the investigation, you should raise your concerns with the Chair of the Board, giving the reasons for your dissatisfaction. They will respond in writing notifying you of their acceptance or rejection of the need for further investigation and the reasons for this.



## **9. Training**

- 9.1 All of our staff will receive an appropriate briefing to ensure that they are fully aware of their rights and responsibilities under this Policy. This Policy will be made available to all employees via the employee handbook.
- 9.2 All managers will be fully briefed as to their role in supporting this Policy and the appropriate action to take in the event of any disclosure being made to them.

## **10. Breach of this Policy**

We may invoke the Disciplinary Procedure if you are found to have subjected a whistle-blower to any form of detrimental treatment. It may also be invoked if you have intentionally misled us in respect of any matter, breached this Policy in any other way and/or if we believe that you have made a false allegation maliciously.



<b>Author of Policy</b>	Samantha Lewis, Director of People & Operations
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<b>Summary of changes made to this version</b>	Amend to role/title Amend typos