

## WHISTLEBLOWING POLICY

### Policy Statement

cHRysos HR Solutions Limited is committed to ensuring the provision of duty of care to all staff, associates, learners and apprentices. cHRysos HR Solutions Limited have a positive commitment and open approach to whistleblowing. This policy is intended to be used in line with the Public Interest Disclosure Act 1998 (PIDA) and provides protection for whistleblowing on wrongdoing. This policy encourages staff, associates, learners and apprentices to raise concerns with cHRysos HR Solutions Limited and/or appropriate awarding bodies or authorities (CIPD, CMI, ESFA) should they feel the issue would not be addressed independently.

### Introduction

If you are concerned about issues that you see or hear in relation to cHRysos HR Solutions Limited, your first course of action should be to link into the relevant policies and procedures. However, those policies and procedures may not appear to be appropriate where:

- There is no relevant procedure; or
- You have genuine concerns about using a procedure at either the outset or the end of the process; and
- Your concern is about conduct likely to harm the reputation of cHRysos HR Solutions Limited and/or the associated Awarding Bodies or other authorities (CIPD, CMI, ESFA)

In such a situation it can be difficult to know what to do. You may be worried about raising such issues or you may want to keep the concerns to yourself, perhaps feeling it is not any of your business or that it is only a suspicion. However, this policy will enable you to raise genuine concerns about such matters at an early stage and in the right way. cHRysos HR Solutions Limited would rather you raised the matter when it is of first concern, rather than wait for proof. Please also see the policies on Malpractice and Maladministration and Safeguarding and Prevent.

### Scope

This policy applies to individuals who work for, are associated with or are learners on any cHRysos HR Solutions programmes

## Definition

**Whistleblowing:** is a term used when an individual discloses information relating to suspected malpractice or wrongdoing and/or the covering up of suspected malpractice or wrongdoing.

Whistleblowing is distinct from both complaints and employment disputes.

**Complaints:** an expression of personal dissatisfaction dealt with under the Complaints Policy

**Employment Disputes:** where a member of staff/associate has a dispute about his/her employment position or contract; dealt with via the management structure or Grievance Policy.

## The content of the disclosure

Disclosing a genuine concern which, in your honest, reasonable belief, is in the public interest and suggests that wrongdoing has been committed, is being committed or is likely to be committed, could qualify for protection under PIDA. Wrongdoing includes (but is not limited to):

- A criminal offence has been, is being, or is likely to be committed
- A person has failed, is failing, or is likely to fail to comply with a legal obligation
- A miscarriage of justice has occurred, is occurring, or is likely to occur
- The health and safety of an individual has been, is being, or is likely to be endangered, including instances of harm, abuse, negligence or radicalisation
- The environment has been, is being, or is likely to be damaged, or
- Information relating to any of the above has been, or is likely to be deliberately concealed

This policy additionally covers any conduct not included above which appears likely to, or may cause harm to, the reputation of cHRYSOS HR Solutions Limited and/or the Awarding Bodies (CIPD, CMI, ESFA).

## What should you do if you have a concern about malpractice or wrongdoing?

Whistleblowing disclosures can be made by e-mail to [julie@chrysos.org.uk](mailto:julie@chrysos.org.uk), by phone between 0900-1700 Monday-Friday to Julie Gordon, Managing Director on 01032 802128, or by post to:

Julie Gordon  
Managing Director

cHRySOS HR Solutions Limited  
 Room LN21, Armstrong House  
 First Avenue  
 Robin Hood Airport  
 Doncaster  
 DN9 3GA

Please mark the envelope 'Personal and In Confidence'.

If you have a whistleblowing concern that you wish to raise with the Awarding Body, then you should address this to:

Chartered Institute of Personnel and Development	Chartered Management Institute
Chartered Institute of Personnel and Development 151 The Broadway London SW19 1JQ  Phone 020 8612 6200 Fax 020 8612 6201	Head of Awarding body & Compliance Chartered Management Institute Management House Cottingham Road Corby Northants NN17 1TT  Tel. 01536 207496
Education, Skills and Funding Agency	
ESFA Cheylesmore House Quinton Road Coventry CV1 2WT  Tel. 0845 377 5000, or 0370 267001	

What happens after the disclosure is made?

1. If you have provided contact details, you will be sent an initial acknowledgement that your disclosure has been received.
2. You will normally be asked to provide as much of the evidence as possible that you have seen to support your disclosure
3. A full investigation will be conducted. Anonymous whistleblowing disclosures will be reviewed and investigated; however it may not always be possible to substantiate anonymous disclosures.

4. Each disclosure of information will be considered with sensitivity and care; we will decide upon an appropriate response. Information may be shared with third parties as and when it is considered necessary.
5. We will endeavour to keep you updated about the action being taken in response to your disclosure, usually within 28 working days for receipt of the disclosure.

### Do I have to reveal my identity?

You do not have to reveal your identity. However, if you disclose your identity, it will be easier for us to:

- Look into the matter
- Protect your position
- Give you feedback where appropriate

### Confidentiality

We will always endeavour to keep a whistle-blower's identity confidential where asked to do so, although we cannot guarantee this and we may need to disclose your identity to:

- The police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- The court (in connection with court proceedings)
- The local authority designated officer in the case of safeguarding issues
- To any other person whom we are required by law to disclose your identity

A whistleblower should also recognise that s/he may be identifiable by others due to the nature or circumstances of the disclosure.

### What happens after the investigation?

The Managing Director will ensure, to the appropriate extent that the findings of the investigation are communicated to:

- You, as the person raising the wrongdoing concern
- The individual(s) under investigation and if appropriate, other external authorities who may need to consider whether action should be taken based on the findings

### Monitoring and Review

The Whistleblowing Policy will be reviewed annually.

### Responsibility

Overall responsibility for the implementation of this policy is vested in the Managing Director.

**UPDATED BY JG JUNE 2019**