

## Whistle blowing procedure

In accordance with the Public Interest Disclosure Act 1998, the Farnham Maltings has instituted a system for reporting information which in your reasonable belief points to a wrongdoing at work.

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| Statement | <p>A wrongdoing is any of the following:</p> <ol style="list-style-type: none"> <li>1. a <b>criminal offence</b> has been or is likely to be committed;</li> <li>2. a person has failed, is failing or is likely to fail to <b>comply with a legal obligation</b>;</li> <li>3. a <b>miscarriage of justice</b> has happened, is happening or is likely to happen;</li> <li>4. the <b>health and safety of an individual</b> has been, is being or is likely to be damaged;</li> <li>5. <b>damage to the environment</b> has occurred, is occurring or is likely to occur; or</li> <li>6. <b>information showing any of the above</b> has been, is being, or is likely to be, deliberately concealed.</li> </ol>  |
| Procedure | <p><b>Grievances</b></p> <p>If you become aware of any criminal offence or other wrongdoing in the workplace, you should report it immediately. If the wrongdoing gives rise to a personal grievance, you may raise the matter under the Farnham Maltings's formal grievance procedure. Alternatively, if you simply wish to disclose a wrongdoing without raising a personal grievance, you may use the following whistle blowing procedure.</p> <p><b>Whistle blowing procedure</b></p> <p>The Farnham Maltings wishes to ensure that any such wrongdoings are reported and dealt with. If you become aware of a wrongdoing at work, then please follow the procedure below immediately. If you believe that the Farnham Maltings's managers may be involved in the wrongdoing, then please approach the Director immediately.</p> <ol style="list-style-type: none"> <li>1. If you become aware of a wrongdoing, raise your concerns immediately with your line manager. Your line manager will carry out a prompt and thorough investigation of the matter and report his/her findings to the Director. The Director will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the Farnham Maltings's formal discipline procedure. Your line manager will inform you of the outcome of the investigation and any actions taken as a result.</li> <li>2. If you are not satisfied that your disclosure has been dealt with properly or you believe that your line manager or any of the Farnham Maltings's managers are involved in the wrongdoing, raise your concerns directly with the Director. The Director, or an authorised deputy, will arrange for an investigation or further investigation to be carried out. The Director will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the Farnham Maltings's formal discipline procedure. You will be informed of the outcome of the investigation and any actions taken as a result.</li> <li>3. If you feel there is a cause for concern but do not want to be named, you can raise a concern of a serious nature anonymously. To make an anonymous claim forward details of the wrongdoing in writing to your line manager or the director anonymously, however they may not be able to take the claim further if you have not provided all of the information they require. If you wish to give your name but request confidentiality, the person or body you tell will make every effort to</li> </ol> |

protect your identity. Any action that is required will be dealt with following the guidance in step 1. Should you report your concern to the media, it is likely that you will lose your whistleblowing law rights.

**Victimisation**

The Farnham Maltings will not tolerate the victimisation of any person who discloses a wrongdoing under this procedure. Any such victimisation will be treated as a disciplinary offence.