



# Whistleblowing strategy

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In compliance with PUBLIC INTEREST DISCLOSURE ACT 1998 & Sexual offences Act 2003 <http://www.legislation.gov.uk/ukpga/2003/42/contents>

## Statement

Fleetwood Town Community Trust is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the company's work to come forward and voice those concerns.

Whistleblowing encourages and enables employees to raise serious concerns within the Fleetwood Town Community Trust rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong with the company. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the company.

## Policy

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that:

- Staff must believe it to be substantially true;
- Staff must not act maliciously or make false allegations;
- Staff must not seek any personal gain.

## Procedure

Reporting Wrongdoing



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- In the first instance you may wish to raise the matter with your Supervisor on an informal basis and discuss with him or her which steps should be taken to report the matter to more senior management.
- You may at any time raise the matter formally with your Supervisor, whether orally or in writing and he or she will pass on the matter to the appropriate level of Management.
- If your concern is about your Supervisor or someone at a higher level of management then you should feel free to raise the matter with whatever you consider to be the appropriate level of management.
- At all stages, all statements that you make will remain confidential unless you express a contrary wish or it becomes necessary to divulge such statements during the course of an investigation.

### Investigations

- You must recognise that a complaint about wrongdoing may lead to us wishing to carry out an investigation into the allegations of wrongdoing. In these circumstances you will be informed before any of the matters that you have raised are put to the alleged wrongdoer and you will be protected by your employer who will ensure that your work environment is not affected because you disclosed the matter to us.
- You will be informed of the outcome of any investigation and what action has been taken.
- If you have any concern or complaint about the manner in which you feel you are being treated because you made the disclosure, whether by the alleged wrongdoer or any co-employees you should raise this with whatever level of management you consider to be appropriate and this may be dealt with as a disciplinary matter in relation to such individuals
- If you are unhappy about the manner in which your disclosure was treated by the person to whom it was reported, or you consider that it has not been properly investigated then you should report the matter to whatever level of management you consider appropriate which may include a Director of the Board of Directors. You will not suffer any detriment by making such a report unless point 2 above applies.



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At all times our intention will be to resolve the allegations that have been made and to ensure that wrongdoing has not occurred or, if it has that it is dealt with appropriately. However, we will not hesitate to report wrongdoing to the appropriate body if we consider that this is the correct approach to adopt in the circumstances.