



## ST CATHERINE'S COLLEGE

### WHISTLEBLOWING POLICY

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#### INTRODUCTION

St Catherine's College aims to conduct its business at all times with the highest standards of integrity and honesty. The College expects all of its members and staff to maintain the same standards in everything they do. All those who are employed by the College are therefore strongly encouraged to report any perceived wrongdoing by the business or its employees, contractors or agents that falls short of these principles.

This policy is not contractual but sets out the way in which we plan to manage such issues. The Employment Rights Act 1996 protects employees who report wrongdoing within the workplace. It is the aim of this policy to ensure that as far as possible our employees are able to tell us about any wrongdoing at work that they believe has occurred or is likely to occur. We recognise that employees may not always feel comfortable about discussing their concerns internally, especially if they believe that the organisation itself is responsible for the wrongdoing. The aim of this policy is to ensure that they are confident that they can raise any concern about our business activities in the knowledge that it will be taken seriously, and that no action will be taken against them.

All of our employees are encouraged to use the procedure set out below if they have a concern about any of the following:

- wrongdoing at work, including any criminal offence
- a failure to comply with legal obligations
- a miscarriage of justice
- a health and safety danger
- an environmental risk
- or a concealment of any of these

The employee does not have to be able to prove the allegations, but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised, rather than run the risk of not detecting a problem early on.

#### PROCEDURE

If appropriate, the employee should discuss the matter with his/her Head of Department or line manager in the first instance. However, should he/she prefer (perhaps because his/her immediate manager is unavailable or indeed might be the cause of the concern), then another

Head of Department or College Officer may be approached.

If the matter requires further investigation, this will be carried out and the employee will be informed of the outcome of the investigation and what action, if any, has been taken. If the employee remains unhappy about the speed or conduct of the investigation, or the way in which the matter has been resolved, he/she should refer the matter to the Home Bursar (support staff) or the Senior Tutor (academic staff).

Following further investigation of the complaint, the employee will be informed of the result and what, if any, action has been taken.

The College undertakes that no employee who makes a bona fide report under this procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. If any employee feels that he/she is being subjected to a detriment by any person within the business as a result of his/her decision to invoke this procedure, he/she must inform the Home Bursar or the Senior Tutor Master immediately and appropriate action will be taken to protect him/her from any reprisals. However, if it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with through our disciplinary procedure.

The College recognises there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary, we reserve the right to make such a referral without the employee's consent.

### **POLICY REVIEW**

The Governing Body of the College has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and may be changed from time to time.

**February 2017**