

The Leprosy Mission England and Wales - Whistleblowing Policy

1. Our commitment

We are committed to the highest standards of openness and accountability, truth and justice are important to us.

We are committed to conducting all activities with honesty and integrity and expect all staff to maintain high standards of conduct. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

2. Aim of the policy

The aims of this policy are:

- To encourage staff to report suspected wrongdoing and breaches of expected standards of conduct as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected
- To provide staff with guidance as to how to raise those concerns
- To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

This Whistleblowing policy is to provide an internal mechanism for reporting, investigating and remedying wrongdoing in the workplace.

3. To whom the policy applies

This policy covers all employees, trustees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers (referred to as staff throughout this policy).

4. What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity
- failure to comply with any legal obligation or regulatory requirements
- miscarriages of justice
- danger to health and safety
- damage to the environment
- bribery
- financial fraud or mismanagement
- breach of TLM's internal policies and procedures, including relevant codes of conduct
- conduct likely to damage our reputation or financial wellbeing
- unauthorised disclosure of confidential information
- negligence
- bullying, harassment or discrimination of another person
- the deliberate concealment of any of the above matters

Matters relating to any kind of safeguarding concern must be reported in accordance with the TLM Safeguarding Policy, by escalating the matter to the local designated Safeguarding Officer (DSO).

5. Responsibilities

The Senior Management Team are responsible for overseeing the effective implementation of this policy both at TLM in the UK and with its field partners overseas.

The Board and the National Director will be responsible for TLMEW to continuously learn from the organisation's own experiences and those of our partners so as to continually improve TLMEW's approach to Whistleblowing.

All staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and the procedures and suggest ways in which they might be improved.

Appropriate disciplinary action will be taken against any staff member who violates this policy e.g. violating a Whistleblower's anonymity or engaging in retaliation against a Whistleblower or where a disclosure was made in bad faith.

6. Raising a concern

Concerns should be raised as soon as possible in writing to the HR Manager, in addition alternative options for raising a concern are listed below.

HR Manager	Confidential@tlmew.org.uk
TLMEW Trustee with Safeguarding responsibility	Email: safeguarding@tlmew.org.uk
Global Fellowship Designated Safeguarding Officer	Email: DSO@leprosymission.org
Safecall (independent whistleblowing line)	Helpline: 0800 915 1571 Website: www.safecall.co.uk/report

7. What happens after I raise a concern?

TLMEW will maintain confidentiality at all times and will seek permission from the Whistleblower to share information as appropriate.

All disclosures will be taken seriously and will be investigated by trained staff.

TLMEW will aim to keep the Whistleblower informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving the Whistleblower specific details of the investigation.

It is understandable that Whistleblowers are sometimes worried about possible repercussions. TLMEW aims to encourage openness and will support staff who raise concerns under this policy, even if they turn out to be mistaken.