

## **Whistleblowing Policy**

Holmer Green Youth Club requires trustees, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Holmer Green Youth Club, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **1. What is whistleblowing?**

Whistleblowing is the confidential disclosure by any individual of any concern encountered in the workplace related to a perceived wrong doing. Holmer Green Youth Club considers such wrongdoing to include:

- General malpractice, such as immoral, illegal or unethical conduct
- Conduct where someone's health and safety has been put in danger
- Gross misconduct

If individuals have concerns relating to their employment with Holmer Green Youth Club, these should be raised under Holmer Green Youth Club Grievance Policy.

### **2. Reporting responsibility**

This Whistleblower Policy is intended to encourage and enable employees, volunteers and others to raise serious concerns internally so that Holmer Green Youth Club can address and correct inappropriate conduct and actions. It is the responsibility of all trustees, employees and volunteers to report concerns about violations of Holmer Green Youth Club code of ethics or suspected violations of law or regulations that govern how Holmer Green Youth Club operates.

### **3. No retaliation**

It is contrary to the values of Holmer Green Youth Club for anyone to retaliate against any trustee, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Holmer Green Youth Club. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **4. Reporting procedure**

Holmer Green Youth Club has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their line manager. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chair. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Chair who has the responsibility to investigate all

reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Chair.

**This policy was adopted at the Management Committee Meeting on:**

.....  
**(date)**

**Signed on behalf of the Management Committee:**

.....  
**(signed)**

**This policy will be reviewed annually by the Management Committee**

I have read and accept with this policy (staff)

