A picture containing graphical user interface

Description automatically generated

Bristol Transformed Disclosure & Whistleblowing Policy

## Purpose

At Bristol Transformed, it is vital that everyone who volunteers and works with us maintains the highest standards of conduct, integrity and ethics, and complies with legislation. If a member, volunteer, partner, consultant or contractor has any genuine concerns about malpractice, we want to encourage them to communicate these without fear of reprisals and in the knowledge that they will be protected from victimisation.

Malpractice includes (but is not limited to) the issues listed below:

* Financial wrongdoing including theft, bribery, fraud, money laundering and aid diversion
* A failure to comply with any legal obligations
* Sexual misconduct, including sexual abuse, harassment or exploitation (see Bristol Transformed Safeguarding Policy)
* Abuse or exploitation of children, vulnerable adults or beneficiaries (see Bristol Transformed Safeguarding Policy as above)
* Breach of Bristol Transformed policy
* Abuse of position
* Danger to the health and safety of individuals or damage to the environment
* Improper conduct or unethical behaviour
* Activity which would bring the organisation into serious disrepute
* The deliberate concealment of information relating to any of the matters listed above

If you have a genuine concern and have a reasonable belief it is in the public interest, even if it is later discovered that you are mistaken, under this policy you will not be at risk of losing your position or from suffering any form of retribution as a result. This assurance will not be extended to an individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice. Those found to be making false allegations maliciously will have disciplinary action taken against them.

Malpractice is not a complaint about the performance and behaviour of a person in their membership or volunteering role.

If you genuinely believe that the actions of someone who works with Bristol Transformed are of concern please raise the matter with the Bristol Transformed Whistleblowing Rep. If you feel that you are unable to raise the matter with the Bristol Transformed Safeguarding & Whistleblowing Rep, please report it to any other Bristol Transformed Committee Member.

The current Bristol Transformed Safeguarding & Whistleblowing Rep Toni Mayo who can be contacted via **whistleblowing@bristoltransformed.co.uk**.

If there is any reason why you don’t feel comfortable contacting the nominated rep you can contact another committee member directly via their personal email. These contacts are Paul Tasman ([paultasman@gmail.com](mailto:paultasman@gmail.com)), Louise Delmelge ([louisejdelmege@gmail.com](mailto:louisejdelmege@gmail.com)) or Kieran Glasssmith ([kieran.glasss@gmail.com](mailto:kieran.glasss@gmail.com)).

At the point of raising a concern it would be useful for you to share information describing:

* Whether anyone is at immediate risk of harm?
* What happened? If possible make note of dates, times, places, people.
* Who is involved?
* How do you know about it?
* When were you first concerned about it?
* Have you told anybody about it?
* Was any action taken?

You will be notified once the matter has been resolved, but outcomes are subject to confidentiality and may not be communicated.

Bristol Transformed will take appropriate action, which may end in expulsion or dismissal from the organisation, in accordance with the relevant procedure against any member, volunteer or consultant who:

* Has been found to be victimising another individual for using this procedure, or deterring them from reporting genuine concerns under it.
* Made a disclosure maliciously that is known to be untrue or without reasonable grounds for believing that the information supplied was accurate.

## Frequently asked questions

### What if the Bristol Transformed Safeguarding & Whistleblowing Rep is involved in the alleged malpractice in some way?

If the Bristol Transformed Safeguarding & Whistleblowing Rep is involved in the alleged malpractice in some way, the matter should be raised with any other Bristol Transformed Committee Member.

**Can the disclosure be made anonymously?**

You are strongly encouraged not to make anonymous disclosures as details and further concerns cannot then be checked with you and this may seriously limit the ability of investigators to pursue your concerns. Nonetheless, all disclosures, made anonymously or otherwise, will be reviewed but lack of information may limit the nature, extent and outcome of the investigation.

**Who will conduct the investigation?**

Normally an independent person from within Bristol Transformed will be appointed. On rare occasions, or for complex cases such as safeguarding, external investigation support may be sought.

**What if the matter involves a criminal offence?**

The issue may also be reported to the police if a criminal offence, such as fraud or theft, or sexual assault has been committed.

***This policy was last reviewed on 28th March 2023***