

Young Scot

Whistleblowing Policy &



Whistleblowing: Disclosure

At Young Scot, we work hard to be open and accountable to all. That's why it's important for us to have a way for our employees to voice legitimate concerns.

Within their employment contracts, our employees commit to not disclosing confidential information about Young Scot. However, our Whistleblowing Policy & Procedure encourages employees to share information on negligence or improper
behaviour — without fear of reprisal. This policy sets out the way in which employees may raise any concerns that they have and how those concerns will be dealt with.

The <u>Public Interest Disclosure Act</u> gives legal protection to Young Scot employees against being penalised for sharing legitimate concerns about negligence or improper behaviour. The Act doesn't support issues around financial or business decisions. The Act also doesn't relate to any harassment, complaint, disciplinary, or other procedures. At Young Scot, we fully support the Act and are committed to ensuring that no employee faces disadvantage when raising legitimate concerns.

Aims of Policy

The Whistleblowing Policy & Procedure encourages employees to complain to a senior staff member if they witness:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any other legal obligation
- concealment of any of the above

It's important to note that using the Whistleblowing Policy & Procedure doesn't offer protection from internal disciplinary procedures. For example, malicious or wild allegations against an individual could result in action by them.

Confidentiality & Anonymous Allegations

We do encourage employees to add their name to any whistleblowing complaint as concerns expressed anonymously are less credible. Please be assured, we treat all disclosures confidentially and sensitively. The identity of the employee will be kept confidential – so long as it does not hinder an investigation. However, the investigation might reveal the source of the information, and the employee making the disclosure might need to provide a statement as part of investigation.

Untrue Allegations

If an employee makes an allegation in good faith, which is not confirmed by a subsequent investigation, we will not act against that employee. If an employee makes malicious or upsetting allegation(s) then disciplinary action might be taken against them.

Procedures for Making a Disclosure

An employee should inform their line manager or a member of the Senior Management Team if they wish to complain about negligence or improper behaviour. This complaint will be passed to:

- Chief Executive (if the complaint is not about Chief Executive). The Chief Executive will nominate a senior employee to investigate the matter.
- Young Scot Chair (if the complaint is about Chief Executive) who will nominate
 a senior Board member to investigate.

Whistleblowing Procedure

A senior Young Scot employee/Board member will act as investigating officer. They will:

- Write to the employee at their home address and acknowledging they've received the complaint and will provide information on the next steps. They will also speak directly to the employee and find out the facts about the complaint.
- Inform employee(s) who've had complaints made about them. They will be
 informed of their right to be accompanied by a trade union representative or
 work colleague at any future interview.

- Consider informing the Young Scot Chair, Chief Executive, Young Scot auditors or the Police, if appropriate.
- Fully investigate the complaint.
- Judge the validity of the complaint and write up the findings of the investigations and reasons for their judgement. The report will be passed to the Chief Executive or Young Scot Chair. The Chief Executive or Young Scot Chair will decide how to act.
- Keep the employee informed about the investigation and its outcome.

If the employee is not satisfied with the investigation process, they should speak directly to the Chief Executive or Young Scot Chair.

If the employee is not satisfied with the outcome of the investigation, and all internal procedures have been exhausted, Young Scot recognises the employee's rights to complain to the relevant authorities.

Further reading

- MyGovScot (Whistleblowing)
- <u>UK Government (Whistleblowing for employees)</u>

This Whistleblowing Policy and Procedure is available for all staff. It is reviewed and updated each year. Last reviewed: August 2020