

Whistleblowing Policy

1. Our Principles

We aim to deliver support of the highest standards to our beneficiaries and to ensure that everyone is treated fairly and kept safe. However, we recognise that, even in the best run organisations, things can go wrong.

2. What is Whistleblowing?

A whistleblower is a Trustee or volunteer who reports certain types of wrongdoing.

This applies, but is not limited to, allegations about any of the following:

- Conduct which is an offence or breach of the law.
- Serious Health and Safety risks.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users.
- Abuse of authority.
- Other unethical conduct.

Whistleblowing is an important process for any organisation, including charities, to ensure that any wrongdoing or malpractice is reported and addressed. This whistleblowing policy outlines the process for reporting such issues and ensures that the charity responds appropriately.

Policy details

3. Purpose

The purpose of this whistleblowing policy is to provide a mechanism for individuals to report any concerns or suspected wrongdoing without fear of retaliation. The charity is committed to addressing any issues reported and ensuring that appropriate action is taken.

4. Scope

This policy applies to all Trustees, volunteers, and anyone else who is involved with the charity.

5. Reporting procedure

Any individual who has concerns or suspicions about malpractice or wrongdoing within the charity should report it immediately. Reports can be made through a variety of channels, including in-person, email, phone, or in writing.

Contact details for communicating concerns are as below, multiple contacts are provided to ensure concerns about Trustee behaviour can be reported fairly:

Name	Role	Email address
Sam Brown	Trustee	sam@adhdadultuk.onmicrosoft.com
Laura Lenox	Chair	laura@adhdadultuk.onmicrosoft.com

Contact information for reporting will be provided to all Trustees and volunteers of the charity.

6. Confidentiality

The charity recognises the importance of maintaining the confidentiality of whistleblowers. All reports will be treated confidentially and only shared with those who need to know to investigate and address the issue. The identity of the whistleblower will be kept confidential to the fullest extent possible.

7. Anonymous Allegations

We encourage whistleblowers to put their name to an allegation wherever possible, as anonymous allegations may often be difficult to substantiate/prove. Allegations made anonymously are much less powerful but anonymous allegations may be considered, taking into account the following:

- The seriousness of the issue raised.
- The credibility of the allegation; and
- Whether the allegation can realistically be investigated from factors or sources other than the complainant.

8. Untrue Allegations

No disciplinary or other action will be taken against a whistleblower who makes an allegation in the reasonable belief that it is in the public interest to do so, even if the allegation is not substantiated by an investigation. However, disciplinary action may be taken against someone who makes an allegation without reasonable belief that it is in the public interest to do so. That is making an allegation frivolously, maliciously or for personal gain, where there is no element of public interest.

9. Protection from retaliation

The charity prohibits retaliation against whistleblowers. Anyone who makes a report in good faith will not be subject to any adverse action or other negative consequences. Anyone who retaliates against a whistleblower will be subject to disciplinary action, up to and including removal from the charity.

10. Investigation procedure

All reports will be promptly investigated by an independent third-party investigator, who will be appointed by the charity's Trustees. The investigator will maintain confidentiality and ensure that all parties involved are treated fairly. The investigation will be conducted in a timely and thorough manner, and the results will be reported to the board of directors.

11. Remedial action

If the investigation finds that malpractice or wrongdoing has occurred, the charity will take appropriate remedial action. This may include disciplinary action, restitution, or other measures as deemed appropriate by the Trustees.

12. Records

All reports, investigations, and remedial actions will be documented and maintained by the charity. These records will be kept confidential and only shared with those who need to know to address the issue.

13. Training

The charity will endeavour to provide regular updates to all Trustees and volunteers, about the whistleblowing policy and their responsibilities under it.

14. Review

This policy will be reviewed annually by the Trustees to ensure that it remains up-to-date and effective. Any necessary changes will be made and communicated to all relevant parties.