



## **WHISTLEBLOWING POLICY**

### **What is Whistleblowing?**

'Whistleblowing' is the reporting by employees of suspected misconduct, illegal acts or failure to act within KORI. Staff are encouraged and expected to raise any concern that they may have, without fear of retaliation. Any concerns raised will be treated in the strictest confidence and properly investigated.

The aim of this policy is to encourage employees and others who have serious concerns about any aspect of KORI to come forward and report their concerns so that they can be properly investigated. This policy is *not* intended to be legal, but to establish commitment to the listening of concerns and set precedent for addressing them.

### **Who can raise a concern?**

The policy applies to all:

- KORI employees
- Participants of KORI programmes, such as Not My Label, Blooming Minds and Vessel UK,
- Volunteers of KORI
- KORI mentees and members

### **What should be reported?**

Any concerns that you have about the services of KORI, or the conduct of staff/volunteers should be reported.

### **Qualifying disclosures**

The types of concerns covered by the policy are called qualifying disclosures and they include:

- Criminal offences
- Failure to comply with KORI policy, such as the safeguarding and code of conduct policies

- Abuses of authority
- Threats to people's health and safety
- Covering up any of the above

### **Untrue allegations**

If you make an allegation in good faith and reasonably believe it to be true, but it is not confirmed by the investigation, KORI will recognise your concern, and you have nothing to fear.

However, allegations cannot be made frivolously, maliciously or for personal gain. Such acts will require action to be taken that could include disciplinary action.

### **How to raise a concern**

You may raise your concern by phone, email, or in person. The earlier you express your concern, the easier it is to act. You will need to provide as much detail as possible including:

- The nature of your concern and why you believe it to be true
- The background and history of the concern (giving relevant dates)

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate you have a genuine concern relating to suspected wrongdoing or malpractice within KORI and there are reasonable grounds for your concern.

### **Who to report to:**

To ensure all KORI staff/volunteers are held up to KORI's standards, there are multiple points of reporting by email to:

- Sagan Daniels, CEO
  - [odiri@kori.org.uk](mailto:odiri@kori.org.uk)
- Natalie Mitchell, KORI Chair
  - [natalie@kori.org.uk](mailto:natalie@kori.org.uk)

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity. If disciplinary or other proceedings follow the investigation, it may not be possible to act because of your disclosure without your help, so you may be asked to come forward as a witness.

### **Anonymous Allegations**

You are encouraged, not required, to put your name on your account whenever possible. This allows KORI to better protect your position and/or give feedback. However, anonymous allegations *will* be respected and investigated.

### **What will KORI do?**

KORI will respond to your concerns as quickly as possible. Remember that testing your concerns is not the same as either accepting or rejecting them.

To ensure fairness, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e., by not informing the subject of the complaint until (or if) it becomes necessary to do so.

Where appropriate, the matters raised may:

- be investigated by management
- be referred to the police, in serious circumstances
- be referred and put through established child protection/abuse procedures (more information available in the Young People Protection and Safeguarding Policy, particularly regarding disclosures)

You may be asked to be interviewed to ensure that your disclosure is fully understood, particularly in non-anonymous reporting. Any meeting can be arranged with the utmost confidentiality in mind.

### **Protecting the Whistleblower**

Throughout this process:

- you will be given full support from KORI
- your concerns will be taken seriously
- KORI will do all it can to help you throughout the investigation

To be protected, you need to make a qualifying disclosure in accordance with this policy. You need to reasonably believe that malpractice is happening, has happened, or will happen.