

Whistleblowing Policy

May 2013

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



Version Control History

Version Number	Date of Change	Summary of Revisions Made
4	May 2013	Version no updated and effective date updated. Review due date remains stat. Addition of Bribery to definition 3.1 issues of Serious Concern. Addition of new key principle at 4.2 that the College values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards bribery. Change of title from Director of HR and Organisational Development to Director of HR and Communications. Changes need to be notified to the F&GP Committee – approved by them at meeting 2-Oct-13.
4.1	July 2016	Footer updated to reflect new template model Role Title Changed: Vice Principal, Human Resources and Communications; Head of Quality.
4.2	December 2018	Change of role to Quality Manager and other job titles to adhere to the new structure

UNCONTROLLED WHEN PRINTED

Whistleblowing Policy

1 Purpose

The purpose of this document is to set out the policy framework to enable staff to raise concerns they may have with managers or staff through the method of Whistleblowing.

2 Scope

All employees are covered by this policy.

3 Definitions

- 3.1 Issues of serious concern – may include discrimination, negligence, fraud, bribery and corruption, failure to comply with a legal obligation, endangering the health and safety of staff, environmental damage, bullying and will normally be reported to the immediate manager or a senior manager. The list is not exhaustive and staff who raise a genuine concern will be fully supported.
- 3.2 Public disclosures/qualifying disclosure – if a member of staff feels unable to raise their concern because they believe they will be victimised, or evidence will be destroyed, the matter **may in certain limited circumstances** be disclosed outside Perth College UHI as a 'qualifying disclosure' under the Public Interest Disclosure Act.

4 Key Principles

- 4.1 Perth College UHI is committed to the highest standard of care, probity, openness and accountability as a service provider to young people and adults. The organisation is highly dependent on the goodwill and respect of a wide range of other individuals and organisations who support Perth College UHI in providing services.
- 4.2 The College values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards bribery.
- 4.3 A commitment to the highest standards of service requires that Perth College UHI encourages its employees and others to come forward with serious concerns about any aspect of our work. It is recognised that in some cases employees may wish to do this on a confidential basis and where possible they will be supported in doing so. There are, however, some situations which, because of their seriousness, will have to be dealt with in such a way that the retaining of confidentiality is impossible.

Title: Whistleblowing Policy
Version/Status: 4.2, Final
Approved By/Date: CMT/05/2013
Effective Publication Date: May 2013

Owner: Chief Operating Officer
Lead Author: Head of HR and Organisational Development
Review Timing/Date: 1 Year/2016/17

- 4.4 It is the College's policy that employees who come forward with serious concerns regarding any aspects of our work are not penalised, but supported and commended for raising such issues.

5 Responsibilities

- 5.1 The Chief Operating Officer has responsibility for reviewing the policy in line with changes and developments in employment and case law.
- 5.2 The College Finance and General Purpose Committee has responsibility for approving any subsequent changes to this policy.
- 5.3 College Managers are responsible for ensuring staff are aware of the procedures and know what to do if they wish to raise a concern.
- 5.4 Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

- 6.1 Whistleblowing Procedure.
- 6.2 Guidance Notes on Whistleblowing.
- 6.3 Complaints and Grievance Procedures.
- 6.4 Anti-Bribery Policy

7 Relevant Legislation

- 7.1 Public Interest Disclosure Act 1998.
- 7.2 The Bribery Act 2010