

WHISTLE BLOWING POLICY

Employees may, in properly carrying out their duties, have access to, or come into contact with information of a confidential nature. The terms and conditions provide that except in the proper performance of your duties, employees are forbidden from disclosing or making use of in any form whatsoever such confidential information. However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (listed below) and the disclosure must also be made in an appropriate way.

If in the course of employment an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use the Organisation's disclosure procedure set out below:

- That a criminal offence has been committed, is being committed or is likely to be committed;
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur;
- That the health and safety of any individual has been, is being, or is likely to be, endangered;
- That the environment, has been, is being, or is likely to be, damaged;
- That information tending to show any of the above is being or is likely to be deliberately concealed.

Disclosure Procedure

Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to their manager so that any appropriate action can be

taken. If it is inappropriate to make such a disclosure to the manager, the employee should speak to:

Mr. Mark Paffard
Sandwell Supporting People Team
Kingston House
1st Floor
438 High Street
West Bromwich
B70 9LD
Telephone: 0121 569 5231/5378

Vulnerable Person Officer
Community Safety Bureau
West Bromwich Police
Telephone: 0845 113 5000 Ext. 6643

Environmental Health & Trading Standards
Michael Parkes, Head of Environmental Health & Trading Standards
PO Box 42, Lombard Street, West Bromwich, West Midlands, B70 8RU
Telephone: 0121 569 6599

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. However, failure to follow this procedure may result in the disclosure of information losing its 'protected status'. For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to:

- Mr. Leeford Smith
Phoenix House
16 Trotters Lane
Hill Top
West Bromwich
B71 2QF
Telephone: 0121 525 5777
Kingston House
- Sandwell Supporting People Team
1st Floor
438 High Street
West Bromwich
B70 9LD
Telephone: 0121 569 5231/5378