



Whistleblowing Policy

Hearing Voices Network Dundee (SCIO) recognises that staff, volunteers, and Board members may suspect misconduct or wrongdoing. While very often it may be innocent, it could turn out to be fraud, a potential danger, or some other form of malpractice.

Hearing Voices Network Dundee (SCIO) wishes to encourage all staff, volunteers, and Board members to keep their eyes open and to feel confident to raise any major concerns they have about the conduct or behaviour of anyone connected with the organisation.

This policy is designed to ensure good practice is followed.

Examples of potential malpractice may include:

- fraud
- breach of confidentiality
- negligence
- danger to health and safety
- public safety issues
- discrimination
- improper or unethical conduct
- a criminal offence
- attempts to cover up any of the above

This procedure should not be confused with the Grievance Procedure, which should be used where staff or volunteers are aggrieved with their personal position.

Procedure for Raising a Concern

- Any employee, volunteer, or Board member, who has a concern about any of the issues above, should raise it first in confidence with their line manager.
- Where a Board member has a concern, they should raise it with the Chair of the Board.
- Where an employee or volunteer feels that they cannot raise the concern with their line manager, it can be raised with the Chair of the Board.
- Concerns may be raised verbally but should be confirmed in writing.

- Consideration will be made as to whether the information disclosed warrants investigation. If no investigation is judged to be necessary, this decision will be fully explained to the person making the allegation.
- The Chair or line manager will decide whether an internal investigation will be conducted or whether to involve an external body. The individual who raised the concern will be informed of any pending investigation and that they may be required to give further information.
- The Chair or line manager will inform the person or persons against whom the allegation has been made of the investigation and any supporting evidence provided. They will be given the opportunity to respond.
- The Chair or line manager will decide on the basis of the results of the investigation, whether or not to involve any external body e.g. the police. They will also make a decision on any appropriate disciplinary action to be taken against the person or persons involved.
- The Chair or line manager will record the details of the nature of the allegations, any supporting evidence and the results of the investigation and any disciplinary action.
- The individual who raised the concern will be informed of the outcome.

Employees, volunteers, and Board members can be assured that the Board will support anyone who has an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

Confidentiality

The matter will be treated confidentially if the individual requests it and their name or position will not be revealed without their permission unless the employer has to do so by law. If in other circumstances the concern cannot be resolved without revealing the individual's identity, the employer will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective, but the employer will decide whether or not to consider the matter taking into account:

- the seriousness of the matter
- whether the concern is believable
- whether an investigation can be carried out based on the information provided

Malicious Allegations

Hearing Voices Network Dundee (SCIO) will deal seriously with any employee, volunteer or Board member making false allegations maliciously. This could result in disciplinary action being taken, their services as a volunteer being terminated, or removal from the Board.

As an organisation, we need to be made aware of any concerns. When concerns are raised, we will:

- respect confidentiality, subject to the limitations explained above
- investigate thoroughly
- provide support and protection, if necessary
- report back on the outcome of our investigations and on any resulting action proposed

Date written	Date approved	Review	Date of next review
April 2025	29/4/25	Every 3 years	29/4/28