



WHISTLE BLOWING POLICY [FRG019]

BRITISH TRIATHLON'S WHISTLEBLOWING POLICY

Purpose

British Triathlon sets and expects the highest standards of conduct from our staff, volunteers, members and contracted partners. This policy is intended;

- To cover concerns that fall outside the scope of other existing policies and procedures.
- To encourage individuals to feel confident in raising concerns.
- To provide a method of raising concerns and to receive feedback on any action taken.
- To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure individuals that they will be protected from reprisals or victimisation for whistleblowing in good faith.

To assist British Triathlon to achieve high standards staff, volunteers, members and contracted partners need to be able to raise concerns about fraud, crime, breaches of policies and serious risks that undermine the reputation of British Triathlon.

We know that sometimes things may go wrong or that someone may ignore our policies, procedures or the law resulting in serious consequences. Experience shows that staff, volunteers, members and contracted partners or others who work on behalf of the organisation sometimes have worries or suspicions. By reporting their concerns at an early stage, they can help to put things right or identify and stop potential wrongdoing.

Whistleblowing does not replace current British Triathlon policies and procedures. It is different from the grievance procedure which refers to an individual's personal employment relationship with their employer. Whistleblowing arrangements are not intended to give an individual a further opportunity to pursue a grievance once other relevant employment procedures have been exhausted.

British Triathlon whistleblowing arrangements do not replace the following British Triathlon policies:

- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Equality & Diversity policy
- Customer Charter & Complaints Policy
- Disciplinary Regulations
- Codes of Conduct
- Codes of Ethics
- Anti-Harassment & Bullying Policy

- Grievance Procedure

You should only consider raising concerns through the British Triathlon Whistleblowing Policy if:

- You have genuine reasons why you cannot use the above policies and procedures.
- You have reason to believe that these policies are not being properly applied.
- There is a public interest aspect.

British Triathlon are committed to this policy. We take all concerns seriously and will not tolerate any reprisals such as harassment, victimisation or bullying, because of raising a concern in the genuine belief that it is, or maybe true.

In the event of you experiencing problems because of raising a concern, it will be treated under existing policies and procedures in place within British Triathlon listed above.

Scope

- All those involved in activity carried out under the jurisdiction of British Triathlon and Triathlon England its home nation associations are covered by this policy.
- This policy applies to all those who work for British Triathlon whether full time or part time, self-employed, employed through an agency or as a volunteer. Our policy also applies to those supplying services to or on behalf of British Triathlon.
- This policy is intended to cover concerns that fall outside the scope of existing procedures. British Triathlon also has a range of policies, codes, manuals and procedures, which set out the standards of behaviour expected of members, staff and volunteers. If you have a complaint about British Triathlon services, policies, practices or disciplinary regulations please refer to these policies and procedures.
- If you are a member of staff or a volunteer and have queries about the most appropriate course of action, you can get free, confidential practical advice from Public Concern at Work which is an independent whistleblowing charity. Telephone whistleblowing advice line 0207 404 6609 Or email whistle@pcaw.org.uk

Definition

A whistleblower is a term used for a person who works or volunteers for an organisation and raises an honest concern about a fraud, danger or illegality that could threaten colleagues, services users, members of the public or the reputation of the organisation. The whistleblower is not normally involved in the activity but wishes to alert others. Whistleblowers are witnesses to a malpractice and must not be penalised for any disclosure of information

British Triathlon is committed to encouraging a culture of openness: to uphold the reputation of the organisation, maintain the sport's and the public's confidence, and to protect its members (athletes, coaches, staff, officials, volunteers etc.). It is in the interests of the sport and its membership that individuals with genuine concerns are able to raise them in a confidential and effective way. This policy outlines the mechanism by which concerns can be lodged with British Triathlon and addressed appropriately. Anyone approaching British Triathlon, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in safeguarding children and adults at risk, discrimination or breach of codes of conduct, by staff (including contractors) or volunteers working for British Triathlon, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

Safeguards

If staff, volunteers, members and contracted partners bring information about a wrongdoing to the attention of their employers or a relevant organisation, they are protected in certain circumstances under the Public Interest Disclosure Act 1998. This is commonly referred to as 'blowing the whistle'. The law that protects whistleblowers is for the public interest, so that people can speak out if they find malpractice in an organisation.

We recognise that you may be worried about formally raising a concern for a number of reasons:

- Fear of reprisals or victimisation (e.g. loss of job)
- Too much to lose (reputation, damage to career)
- Feelings of disloyalty
- Worries about who may be involved
- Concern that there is no proof only suspicions
- Fear of repercussions if there is no evidence or you are proved wrong

We would like to assure you that if you raise a concern:

- 'Openly' - we will protect you from reprisals. British Triathlon will not tolerate any harassment or victimisation and will take appropriate action to protect individuals when they raise a concern in good faith.
- 'Confidentially' - we will protect you from reprisals and will not disclose your identity without your consent, unless required by law. British Triathlon may have to breach confidentiality if we are required to report the matter to the police. Such a disclosure will be discussed with the staff member, volunteer, member or contracted partner to minimise the impact.
- 'Anonymously' - Employees, volunteers, members or contracted partners can submit their concerns anonymously. However, they are encouraged to disclose their identity as this helps the investigation and allows for feedback.

Untrue Allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, British Triathlon disciplinary procedure will apply.

Raising a Concern

Step One

- The seriousness of the issue may influence who you decide to raise it with. In the first instance, you should raise your concern with your immediate line manager or alternatively raise the issue with the Designated Officer as outlined in step two.
- When raising your issue, it can be done verbally or in writing. We ask that you explain as fully as you can the information or circumstances that gave rise to your concern. If you have any personal interest in the matter, please inform this to whoever you are reporting the matter to.

Step Two

- If you feel unable to raise the matter with your line manager as described in step one, please raise your concern with the Designated Officer who has been given special responsibility in dealing with whistleblowing concerns.
- The following person has been nominated and agreed by British Triathlon as the Designated Officer for whistleblowing.
Name: Compliance Manager Telephone: 07384 214726 Email: compliance@britishtriathlon.org

Role of the Designated Officer

The Designated Officer has overall responsibility for the maintenance and operation of this Whistleblowing Policy and will act as a point of contact for those wishing to raise a concern under the provisions of this policy.

The Designated Officer will acknowledge in writing within 10 working days that the concern has been received.

Where concerns are raised with Line Managers as outlined in step one of this policy note, the issue or complaint will be copied to the Designated Officer (removing names if anonymity is requested). If the concern or issue raised is about the person nominated as the Designated Officer for British Triathlon, the Head of Business Operations will decide on what action should be taken and where appropriate how any investigation will proceed.

How your concern will be handled

Once you have informed us of your concern, it will be assessed to see what further action may be needed. The manager or Designated Officer will listen carefully to your concern/complaint and not prejudge the issue. It is helpful if the manager or Designated Officer can establish the following information:

- When the concern first arose and where relevant, what prompted the decision to speak up
- Whether the information is first-hand or hearsay
- When the approach is to the Designated Officer whether the employee or volunteer has raised the issue with their line manager. If not, why they did not feel able to and if they did what was the outcome?
- Whether confidentiality is sought. If so the extent and practicality.
- If the employee or volunteer is anxious about reprisals.

The recipient of the concern or allegation will be acknowledged in writing within 10 working days that the concern has been received. If the issue has been raised with a line manager, they must send a copy of the concern raised to the Designated Officer. It may be necessary to remove the names to make it anonymous, if requested.

The response will depend on the nature of the concern and could be:

- Advice only
- Resolved by agreed action without the need for an investigation
- Investigated internally
- Referred to the safeguarding officer (child protection or adults at risk)
- Referred to the police
- Referred to the external auditor

- Subject to an independent inquiry

The whistleblower will be kept informed in writing on how the Designated Officer intends to deal with the issue raised. This will include:

- An estimate of how long it will take to provide a final response (where known).
- If initial enquiries have been made
- If further investigation is required. If not, why not (where appropriate)
- Who is investigating the issue or complaint
- Advised how we will inform you of progress

Whenever possible, we will give you feedback on the outcome of any investigation. Please note however, that we may not be able to tell you about the precise actions we have taken where this would infringe a duty of confidence to another person.

The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process. When any meeting is arranged, the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

British Triathlon will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistleblower is required to give evidence in criminal or disciplinary proceedings, British Triathlon will advise them about the procedure. British Triathlon accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

The whistleblowing law is contained in the Public Interest Disclosure Act 1998 (PIDA). Public bodies are required to have a Whistleblowing Policy and ensure their employees are not victimised or dismissed for raising their concerns internally. This also applies to those who, as a last resort, feel the need to take their concerns to an outside body.

We welcome all genuine concerns and will treat your issues seriously. No action will be taken against you if you have raised a concern in the genuine belief that it is, or may be, true. If you knowingly make a false allegation you will not be eligible for protection under PIDA.

Guidance for managers who receive a whistleblowing concern

Guidance on what managers should do if they receive a concern which falls under the Whistleblowing Policy is contained in Appendix A.

The guidance includes the procedure to follow when receiving a concern and a checklist log (Appendix B) with questions which will assist managers when speaking with the whistleblower.

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Appendix A

Procedure for Managers Receiving a Concern

These procedures should be used in conjunction with the whistleblowing policy.

Managers receiving the whistleblowing concern

It is important that you listen carefully to the concern being raised and do not prejudge the issue. If you are unable to do this, the employee should be encouraged to raise the concern with the Designated Officer as outlined in the Whistleblowing Policy.

Establish the details of the concern

The Manager receiving the concern should use and complete the whistleblowing checklist information log to assist with gathering all the necessary information. Submit this form, along with any initial findings, to the British Triathlon Designated Officer.

Where you are unsure as to whether the concerns raised should be considered under existing procedures such as HR policies, safeguarding, Codes of Conduct or Disciplinary Regulations, seek advice from the Designated Officer as soon as possible.

What will happen next?

Once you have listened to and made notes about the concern explain to the whistleblower that:

- it will need to be assessed and consideration given to what further action may need to be taken.
- Initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take.
- They will be told who is handling the matter and how you can contact them.
- If the concern raised falls more properly within an existing complaint or employment policies or procedures, they will be told.

Appendix B

Whistleblowing Checklist Information Log

Area, Region, Club, League or head office:	
Name of manager receiving the concern:	
Name of employee or volunteer raising concern:	
Date:	
Has confidentiality been requested?	
If yes, please explain to whistleblower below*	

* We will not disclose your identity, without your consent, unless required by law. Should this situation arise we will discuss with you how the matter can best proceed.

Questions

1. Please provide some background and history of the concern, stating where possible: <ul style="list-style-type: none">• Names• Dates• Places• Whether the information is first hand or hearsay if the concern is on-going	
2. When did the concern arise and where relevant, what prompted the decision to speak up now?	
3. What is the whistleblower concerned about	
4. Is the whistleblower anxious about reprisals? Please reassure: If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any reprisals such as harassment, victimisation or bullying. Provided you are acting honestly, it does not matter if you are mistaken or if there is an innocent explanation for your concerns.	
5. Is there anything else relevant the employee wishes to mention	

SIGNATURE

Manager receiving the concerns

Employee or volunteer reporting concern

The completed checklist information log should be forwarded to the Designated Officer as soon as possible