



Whistleblowing Policy Statement



Be Personnel Limited – 2021

Whistleblowing Policy Statement

It is the policy of Be Personnel Limited to have a practice in place to cover the legal protection offered to all Employees who make 'protected disclosures'. This policy applies to all Employees and Management of Be Personnel Limited. Other individuals performing functions in relation to the organisation, such as agency workers and contractors, are encouraged to use it.

It is important to Be Personnel Limited that any fraud, misconduct or wrongdoing by Employees or Management is reported and properly dealt with. Be Personnel Limited therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

The key piece of whistleblowing legislation is the Public Interest Disclosure Act 1998. The law provides protection for workers who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest by an Employee or Worker who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The Employee or Worker has no responsibility for investigating the matter - it is Be Personnel Limited's responsibility to ensure that an investigation takes place.

Any Employee or Worker who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

Be Personnel Limited encourages Employees and Workers to raise their concerns under this procedure to their employer in the first instance. If an Employee or Worker is not sure whether or not to raise a concern, he/she should discuss the issue with their Line Manager, Consultant or the Business Manager on 07500016596. If the worker feels unable to use the organisations procedure the disclosure should be made to a prescribed person or via Protect's confidential line 02031172520, so that employment rights are protected.

You can view the full list of prescribed people and bodies on the [Government website](#).

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the worker who raised the issue.
- No worker will be victimised for raising a matter under this procedure.
- Victimisation of a worker for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the organisation's disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence.

This procedure is for disclosures about matters other than a breach of an Employee or Workers own contract of employment. If an Employee or Worker is concerned that his/her own contract has been, or is likely to be, broken, he/she should use the Be Personnel Limited Grievance procedure to raise the issue.

The effectiveness of this Policy Statement will be monitored and reviewed at least annually by Be Personnel Limited Management to ensure our continuing compliance with any relevant legislation, to meet new business requirements and to identify areas in need of improvement. We will also ensure that all changes are brought to the attention of Employees and Workers as necessary.



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