

# A SHORT GUIDE TO WHISTLE-BLOWING

## Counter Fraud and Enforcement Unit

### What is Whistle-Blowing?

When an employee reports 'wrongdoing' which is typically witnessed at work

### Legal protection

An employee who whistle-blow is protected by law from discrimination

As long as they reasonably believe they are acting in the public interest i.e. being for the benefit of the community as a whole not a personal grievance

### What sort of wrongdoing should be reported?

Criminal offences / failure to comply with legal obligations

Covering up any wrongdoing

Endangering the health & safety of others / Damage to the environment

### Who should you raise an issue with?

Internally if possible to help protect you

To HR , Counter Fraud and Enforcement Unit, Internal Audit or a line manager

### Can you report anonymously?

Yes but you can't be protected by the law then

If we don't know who you are it also makes it difficult to investigate thoroughly

### Will it be kept confidential?

Yes, every effort will be made to protect your identity

You should try not to discuss your concerns with colleagues once you have whistle-blown

### Harrasment and victimisation

You will be supported and protected

We will not tolerate harrasment or victimisation of any employee raising a legitimate concern

### Is there an alternative reporting route?

Please see the Whistle-Blowing Policy for external prescribed bodies

### What information do I need to give you?

You don't need to prove your allegation but the more detail and evidence you can provide the better i.e. make notes of dates, locations and keep e-mails etc

### What will the Council do?

We will respond quickly and if necessary conduct an internal investigation

If required we will report to other bodies such as the Police

### How will I know what's going on?

You will get an acknowledgement and confirmation of what is going to happen

### Further information

The Whistle-Blowing Policy is on the website and provides details about the process and possible outcomes