

3SC Whistleblowing Policy

info@3SC.org
0330 30 30 300
www.3sc.org
3SC, Suite 156, 1st Floor
3 More London Riverside
London, SE1 2RE

The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the 3SC 'Whistleblowing Policy'.

When any part of this document is amended, a record is made in the Amendment Log shown below.

The 3SC '3SC Whistleblowing Policy' can be fully revised and re-issued at the discretion of the 3SC Senior Management Team.

Further information and policy on Document Control and Control of Records is recorded in Section 7 of the 3SC Business Management System - Quality Manual.

Issue	Amendment	Date	Initials	Signed off by
1.0	First Version	30.06.2011	NC	n/a
1.1	First Version – updated for ISO compliance	18.10.2012	KY	EH
1.2	Minor updates as per Management Audit	04.06.2014	NB	KY
1.3	Correction of grammar minor changes to the policy	05.01.2015	CO'K	KY
1.4	General Review and inclusion of policy status- Update on Whistleblowing supplementary documents	28.10.2015	GA	LM
1.5	General Review		GV	LM
2.0	Reformatting to reflect new branding	02.11.2018	NK	JC
2.1	Formatting corrections	May 2019	DB	JC
2.2	Change of office address	May 2020	DB	JC

Table of Contents

1. Introduction	4
1.1 Purpose	4
1.2 Scope	4
1.3 Definitions	4
1.4 Legislative Context	4
2. Policy	5
2.1 Introduction	5
2.2 Specific Subject Matter	5
3. Procedure	6

1. Introduction

1.1 Purpose

This policy sets out when and how workers can make a protected disclosure about confidential information accessed in the course of their duties at 3SC.

1.2 Scope

This policy applies to all 3SC workers.

1.3 Definitions

Word/Term	Definition
Whistleblowing	Making a disclosure in the public interest
Worker	Employees, contractors, agency workers.
Malpractice	Improper, illegal, negligent behaviour by anyone in the workplace
Protected disclosure	Your employment rights are protected if you report wrongdoing in the workplace by following the correct procedure.

1.4 Legislative Context

Name	Location
Employment Rights Act 1996	http://www.legislation.gov.uk/ukpga/1996/18/contents
Bribery Act 2010	http://www.legislation.gov.uk/ukpga/2010/23/contents
Public Interest Disclosure Act 1998	http://www.legislation.gov.uk/ukpga/1998/23/contents

2. Policy

2.1 Introduction

- Workers may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their 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 (clause 2) and the disclosure must also be made in an appropriate way (clause 3).
- 3SC ("the Company") is committed to be compliant with the Bribery Act 2010. The Company actively encourages a culture of honesty and openness and therefore all employees are required to bring up to their manager or other designated person any issue that, in the employee's opinion, might constitute bribery or corruption.

2.2 Specific Subject Matter

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 Company's disclosure procedure (clause 3):

- 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 they are subject.
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- That the health or 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.
- That the business or any associated person has been, is being, or is likely to be receiving or offering bribes.
- That any foreign official has been, is being, or is likely to be bribed or offered facilitation payment by the company or any associated person.

Some disclosures do not qualify as disclosures. You cannot be protected for whistleblowing if you break the law when making a disclosure or the information is protected under legal professional privilege.

3. Procedure

- For your disclosure to be protected by the law you should make it to the right person and in the right way.
- You must make the disclosure in good faith (which means with honest intent and without malice), reasonably believe that the information is true and reasonably believe you are making the disclosure to the right 'prescribed' person.
- Information which an employee reasonably believes tends to show one or more of the above (clause 2) should promptly be disclosed to the line manager so that any appropriate action can be taken.
- If it is inappropriate to make such a disclosure to the line manager, the employee should speak to the Chief Executive. If it is inappropriate to make such a disclosure to the Chief Executive, the employee should speak to the Chair.
- Workers 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 the HR Department. If it is inappropriate to do so, the employee can speak to the Chief Executive. If it is inappropriate to make such a disclosure to the Chief Executive, the employee should speak to the Chair.
- Failure to follow the procedure by disclosing to the right person in the right way may result in disciplinary action.

Policy Review Date:	May 2021
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