



Whistleblowing Policy

Monitoring and Version Control

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Introduction

This policy sets out the procedure for raising concerns and whistle-blowing for The Marketing Trainer. The Marketing Trainer recognises the importance of providing a safe and confidential environment for The Marketing Trainer employees to raise concerns about wrongdoing or malpractice. This policy aims to ensure that all concerns are dealt with appropriately and that individuals who raise concerns are protected from victimisation or retaliation.

Scope

This policy applies to all employees, volunteers, and contractors of The Marketing Trainer, including those who have left The Marketing Trainer but have concerns about actions that occurred during their employment. It also applies to any individual or organisation that has a business relationship with The Marketing Trainer.

Definition of Whistle-Blowing

Whistle-blowing is the act of disclosing information about suspected wrongdoing, malpractice, or dangers to the public or the environment, which is in the public interest. It can include reporting concerns about fraud, health and safety issues, harassment, discrimination, or any other illegal or unethical behaviour.

Principles

This policy is based on the principles set out in Sir Robert Francis' Freedom to Speak Up Review. These principles include:

- A culture of openness, honesty, and transparency
- Encouraging and facilitating the raising of concerns
- Effective leadership and governance
- A supportive and fair working environment
- Robust and effective procedures for handling concerns
- Continuous learning and improvement

Procedures

Employees who have concerns about any wrongdoing or malpractice should follow the following procedures:

Step 1: Speak to your line manager or supervisor

If an employee has concerns about any wrongdoing or malpractice, they should first speak to their line manager or supervisor. The line manager or supervisor should listen carefully to

the concerns and take appropriate action to address the issue. If the employee feels uncomfortable speaking to their line manager or supervisor, they should contact the Whistle-Blowing Officer.

Step 2: Contact the Whistle-Blowing Officer

If an employee is uncomfortable speaking to their line manager or supervisor or if they are not satisfied with the response they receive, they should contact the Whistle-Blowing Officer. The Whistle-Blowing Officer is responsible for receiving and investigating concerns raised under this policy. The Whistle-Blowing Officer can be contacted via email, phone, or in writing.

Step 3: Investigation and Follow-Up

The Whistle-Blowing Officer will investigate the concerns raised and provide feedback to the employee who raised the concerns. If the employee who raised the concerns is not satisfied with the response they receive, they can escalate their concerns to the next level of management or to an external authority.

Step 4: Confidentiality

The Marketing Trainer will keep the identity of the employee who raised the concerns confidential, subject to any legal requirements or obligations to disclose. The Marketing Trainer will take all necessary steps to protect the employee from any victimisation or retaliation.

Training

All employees will receive training on this policy and the procedures for raising concerns and whistle-blowing. The training will include information on the importance of speaking up, the benefits of a culture of openness and transparency, and the support available for employees who raise concerns.

Review

This policy will be reviewed annually to ensure it remains up to date and in line with best practice. Any amendments to the policy will be communicated to all employees.