

Rorys Well Fraud and Whistleblowing Policy

Purpose

Frauds are more frequently discovered by a staff member who “blows the whistle” by telling someone in authority, either inside or outside the organisation. As such an effective whistleblowing policy is an important aspect of reducing fraud risk.

Scope

This policy applies to all trustees, volunteers and employees working with Rory’s Well

Whistleblowing

1. Whistleblowing does not just relate to fraud, but other areas such as health and safety, forms of abuse, poor employment practice and malpractice in general.
2. A good whistleblowing policy also acts as a deterrent to malpractice as well as fraud.
3. This policy on whistleblowing sets out the position in a clear way, and provides guidance on what trustees, volunteers or staff should do if they feel they should report something. It is also helpful if the procedure clarifies the types of events that might trigger whistleblowing and when it is appropriate to report an incident or situation.
4. This written policy from the Trustees makes it clear that reports of malpractice are welcome and are the duty of all.
5. The policy is also clear that malicious and unfounded reports will be considered for disciplinary action.

Communication and confidence

6. Vital to the success of the policy is communication. The policy needs to be brought “alive” to trustees, volunteers and staff and they need faith in the person to whom they would “blow the whistle”, so choosing the correct person is important.
7. In addition, a whistle-blower should be protected from unfounded disciplinary action, dismissal and bullying. In certain circumstances, this is a requirement of the law under the Public Interest Disclosure Act 1998. No whistleblowing procedure will work unless the whistle-blower can trust the organisation to keep their disclosure confidential.
8. **The nominated Trustee cited in the policy for reporting incidents is the Chair of the Board**

Fraud and Whistleblowing policy detail

This policy applies to any irregularity, or suspected irregularity, involving trustees and employees as well as volunteers, consultants, vendors, contractors, and/or any other parties with Rory’s Well. Any investigative activity required will be conducted without regard to any person’s relationship to Rory’s Well, position or length of service.

Actions constituting fraud

Fraud comprises both the use of deception to obtain an unjust or illegal financial advantage and intentional misrepresentation affecting the financial statements by one or more individuals among trustees, staff, volunteers or third parties.

Rorys Well Fraud and Whistleblowing Policy

All trustees and volunteers have a duty to familiarise themselves with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications of irregularity.

The board's policy

The board is absolutely committed to maintaining an honest, open and well-intentioned atmosphere within Rory's Well . It is, therefore, also committed to the elimination of any fraud within Rory's Well, and to the rigorous investigation of any such cases.

Whistleblowing

The board wishes to encourage anyone having reasonable suspicions of fraud or other malpractice to report them. Therefore, it is also the board's policy, which will be rigorously enforced, that no employee, trustee or volunteer will suffer in any way as a result of reporting reasonably held suspicions.

Everyone can therefore be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of fraud or malpractice. For these purposes "reasonably held suspicions" shall mean any suspicions other than those which are shown to be raised maliciously and found to be groundless. Rory's Well will deal with all occurrences in accordance with the Public Interest Disclosure Act.

If reports are shown to be malicious and unfounded the person making them may be considered for disciplinary action.

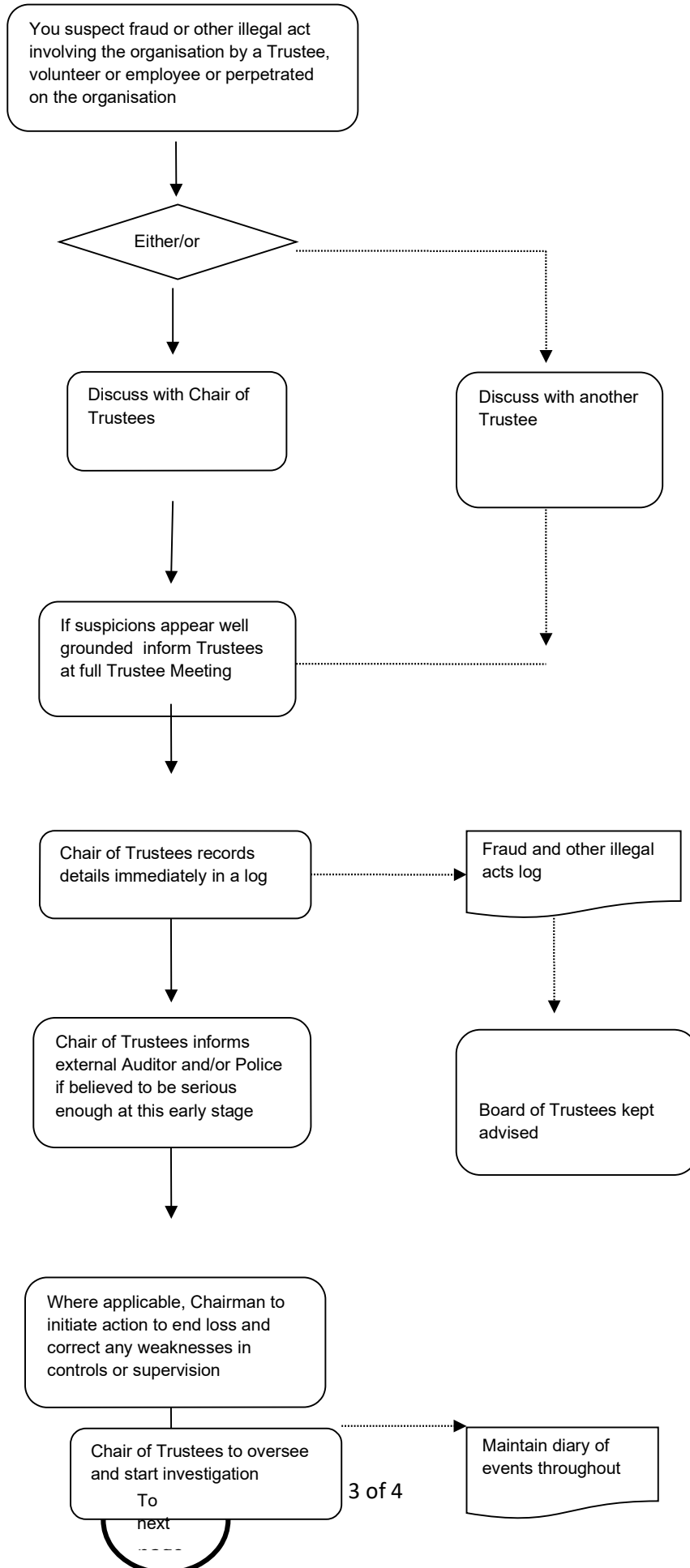
Review

The Board of Trustees will review the effectiveness of this policy annually in February.

Procedure

If a fraud or other illegal act involving the organisation is suspected then the procedure below will be adopted. The nominated director for the purposes of this procedure is the chair of Trustees..

Rorys Well Fraud and Whistleblowing Policy Procedure where fraud is suspected



Rorys Well Fraud and Whistleblowing Policy

