

# Whistleblowing Policy

Policy Name	Whistleblowing Policy
Executive Owner	Chief Financial Officer
Approval body	People Committee
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## Policy Statement

At Fight for Sight, we're committed to carrying out our business in a safe, honest and ethical way. Part of that is creating an open and supportive working environment where colleagues feel able to speak up about any suspected wrongdoing. This policy details our process for dealing with whistleblowing. This policy applies to all colleagues and anyone working with us.

## Whistleblowing

Whistleblowing is the term used when a colleague passes on information about wrongdoing. If you're concerned that any of the things below are happening, have happened or are likely to happen, we encourage you to raise this as soon as possible:

- Any bribery, fraud or other criminal offence
- A miscarriage of justice
- A risk to health and safety
- A risk or actual damage to the environment
- A breach of any other legal or professional obligation
- A safeguarding concern
- Behaviour that contradicts our code of conduct

You don't necessarily need to have any proof that any of these things are happening. As long as you have a reasonable belief, you should report your concerns. But if we find that you've knowingly made a false allegation, we may deal with this under our Disciplinary policy.

If you've got a personal complaint or concern, like about how you're being treated at work, this isn't a whistleblowing matter. It would be covered under the

Grievance policy or the Bullying and Harassment policy depending on the type of complaint you have.

## **Protection for whistleblowing**

If you've reported a reasonable belief that any of the things above are happening, then we won't allow you to be treated badly because of it.

If you find out that a colleague has blown the whistle, you must not treat them negatively because of it. If we think you might have done, we'll need to investigate, and it may mean disciplinary action against you.

## **Confidentiality**

If you like, we'll make sure that we take steps to protect your identity, as far as we reasonably can. If you ask us to treat things confidentially, we won't disclose your identity without your consent, unless we have to in order to look into your complaint or if it's required by law.

## **Blowing the whistle**

If you need to raise a concern, here's how you can go about doing it:

### **Your manager**

You can raise the issue with your line manager. If your line manager is involved in the activity, you have concerns about, or you don't feel able to speak to them, talk to another manager instead.

You can raise things either in person or write them a letter/e-mail. Your letter/email needs to include what your concern is, why you think it's true

and any other details you can give us. We may need to get in touch to talk about your concerns or to get some more details.

You can raise your concerns anonymously if you like and we'll take these seriously and investigate as best we can. But it may be difficult for us to do a proper investigation if we can't talk to you about other information we might need.

### Other internal contacts

If you feel like you can't raise the matter with a manager in your team, you can contact any member of ELT.

If your concern relates to a member of ELT, you can contact the CEO. If your concern relates to the CEO, you can contact the Chair of Trustees.

## Investigation

A nominated person will be identified to carry out the investigation. This may be an internal member of staff or an external investigator. If the complaint was not anonymous, the investigation will probably involve meeting with the colleague who raised the concern to gather more information. You are entitled to bring someone to accompany you in this meeting. You will be asked whether you wish your identity to be disclosed.

There's no set timescale for investigating a whistleblowing complaint, as each situation will be different - but 21 days is a guideline. We will carry out investigations as quickly as possible, while making sure we look into things thoroughly. We will endeavour to keep the whistleblower informed if the investigation is taking longer than was originally thought.

## Outcomes

Depending on the nature of the concern, and because we may need to keep things confidential, we may not be able to tell you about any investigation we do or action we take about the issue you've told us about. But wherever we can, we'll try to let you know the outcome.

## External reporting

In some circumstances it may be appropriate for an individual to report concerns to an external body such as a regulator. We strongly encourage individuals to seek advice before reporting a concern to an external body.

Fight for Sight is regulated by the Charity Commission and individuals may approach the Charity Commission at:

[whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk).

Further information can be found at [www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer](http://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer)  
<http://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>.

The independent whistleblowing charity 'Protect' operates a confidential helpline: 020 7404 6609 Website: <https://protect-advice.org.uk/>