

Whistleblowing Policy

1. Introduction

In accordance with the Public Interest Disclosures Act 1998, UK Ultimate Ltd has instituted a system for reporting information, which in your reasonable belief points to a 'wrongdoing' at work, or serious concerns regarding any aspect of your work, the conduct of others or the running of our organisation.

A wrongdoing is any of the following:-

- A criminal offence has been or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with a legal obligation.
- A miscarriage of justice has happened, is happening or is likely to happen.
- The health and safety of an individual has been, is being or is likely to be damaged.
- Damage to the environment has occurred, is occurring or is likely to occur.
- Information showing any of the above has been, is being or is likely to be deliberately concealed.

2. Procedure

- (i) Raise the issue with a UKU member of staff or volunteer:
 - a. *Members of UK Ultimate:* Unless it is not appropriate, you should initially raise the issue with a UKU member of staff or a member of the UKU board of directors.
 - b. *Staff & volunteers:* Unless it is not appropriate, you should initially raise the issue with the person you report to. Depending on the nature of the issue raised the person you report to may refer the matter to a more senior member of the organisation – including a Board member.
- (ii) If it is not appropriate to raise your concern with the person you report to or you are unhappy about the way the matter is dealt with or has been resolved, you should raise it with the Chief Executive or a member of the Board.
- (iii) If the issue requires investigation, then this will be carried out having regard to the need to ensure as far as possible the confidentiality of the individual who brought the issue to the attention of the Organisation.
- (iv) Once any investigation has been completed you will be informed of its outcome and any action taken as a result.
- (v) UK Ultimate encourages individuals to raise genuine concerns through this procedure and they should do so knowing that the Organisation will treat any such disclosure seriously and will not treat them any less favourably or victimise them because of having raised their concerns.
- (vi) UK Ultimate will not accept the victimisation or harassment of any individual who has raised concerns under this policy.

3. Involvement of Third Parties

- (i) Depending on the nature of the issue raised, UK Ultimate acknowledges that it may not be possible for it to be dealt with internally and that external agencies or third parties may need to be involved.
- (ii) UK Ultimate reserves the right to refer to such agencies or third parties without the consent of the individual who raised the issue initially.
- (iii) Employees should not, unless such a disclosure is protected under the Public Interest Disclosure Act 1998, disclose any information relating to alleged wrongdoing or malpractice at work to external agencies or third parties without the express prior consent of UK Ultimate Ltd.
- (iv) Individuals that wish to report a matter externally should seek advice to ensure they do not disclose confidential information.