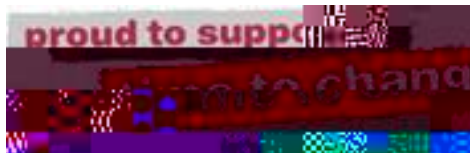




Policy Title:	Whistleblowing (Version 2)
Issue date (m/y):	August 2017
Last review (m/y):	September 2023
Author(s):	Deputy CEO
Review date:	September 2024
Related Policies & Procedures:	Fraud and Irregularity Gifts, Hospitality and Anti-Bribery



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Concerns may legitimately be raised under this Policy if they are in the interests of the College, its staff, students or the public. The Policy may not be used for the purpose of furthering private disputes.

The College will report back the outcome of an investigation and the action proposed to the person raising the claim.



Disclosures



This Policy applies to all staff and Corporation Members, who may raise legitimate concerns in confidence. A Senior Line Manager may be consulted by employees on an informal basis if wished. Alternatively, they may prefer to take a formal route direct to the Corporation. If a Corporation Member wishes to raise a concern, this would normally be with the Chair of the Corporation or with the Chair of the Audit & Risk Committee. Issues will include, but not be limited to, the following:

- fraud, financial malpractice, embezzlement;
- corruption;
- theft;
- serious maladministration due to wilful improper conduct;
- unethical behaviours or practices;
- conflict of interest;
- dangerous acts or negligence which constitute hazard to health, safety or the environment;
- abuse of children or vulnerable adults;
- any form of criminal activity.
- Radicalisation or manipulation of others based on any extreme views



Conduct giving rise to a concern may be that of a Member of the Corporation; the Corporation as a whole; a member of staff; or a contractor engaged to carry out work for, or on behalf of, the Corporation. Disclosure will not relate to any matter where the fault is due to poor or deficient management as opposed to malpractice.



The Policy is separate from and does not relate to the existing published Grievance or Complaints Procedures and normally may not be used as a means of airing grievances outside those procedures.



Suffolk New College is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. As an equal opportunities employer, we are committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves.

Any allegation should ideally be made in writing by means of a letter or email to the appropriate person as designated in 5.2. If this is not possible then a disclosure can also be made verbally over the phone or face to face. The designated person receiving the disclosure will acknowledge the allegation in writing within five working days of receipt. All correspondence connected with the allegation will be directed to the staff member's (hereafter referred to as "the discloser") home address. At no time will internal mail or e-mail be used in this connection.

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The designated person (hereinafter referred to as "the investigator") who receives the allegation ("the complaint") will have responsibility for

Anonymous

The College Management and Corporation feel confident that the individual designated to receive any disclosures or complaints are able to support and protect anyone disclosing and therefore disclosures are encouraged to include their personal details. Anonymous complaints are more difficult to investigate and also provide no opportunity to follow up with the discloser both in terms of more information and also to confirm what the outcome of the investigation is. There is also a risk that anonymous complaints could be misinterpreted as being mischievous or malicious. However, if an anonymous complaint is received then it will be investigated as far as possible and it is likely that the investigation will need to be adjusted to take into consideration the fact that the issue has been disclosed in this way.

Anonymous

The making of an anonymous disclosure is encouraged as it allows individuals to report concerns without fear of retribution. However, the College Management and Corporation will not investigate anonymous disclosures unless they are supported by other evidence. If an anonymous disclosure is received, the College Management and Corporation will investigate the matter as far as possible, but it is likely that the investigation will need to be adjusted to take into consideration the fact that the issue has been disclosed in this way.