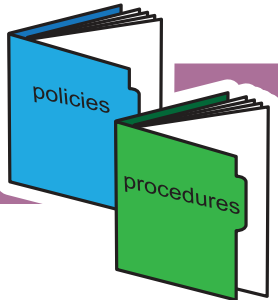


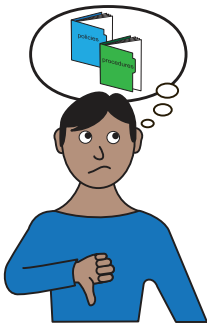


policies and procedures

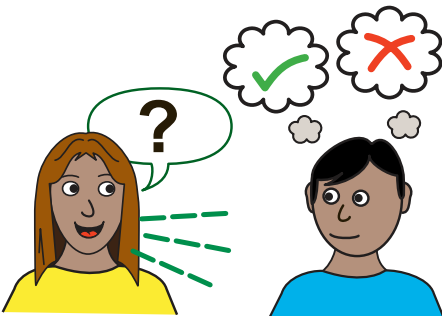


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

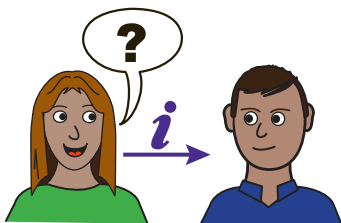


The policies and procedures also tell us what to do if something goes wrong.

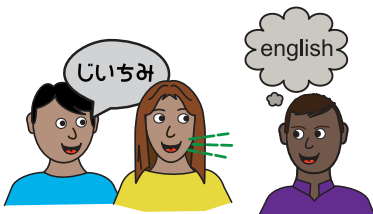


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Whistleblowing Procedure

What is 'whistleblowing'?

'Whistleblowing' means speaking out when you believe an organisation that you work for is doing something illegal or unethical.

Examples

- The misuse of funds (e.g. theft, fraud)
- Failure to comply with a legal obligation or governing documents
- Putting people or the environment at risk of harm
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of the above

This policy is designed to enable workers and volunteers to raise concerns

- at a high level (to the Director and Trustees)
- which the individual believes shows malpractice or impropriety
- which are in the public interest and may require external investigation

Pyramid is committed to the highest standards of openness, honesty and accountability.

If a worker or volunteer at Pyramid has serious concerns about anything that is happening in the organisation, these concerns should be reported and the person should not be worried about getting into trouble for speaking out.

A law called the Public Interest Disclosure Act (1999) gives legal protection to employees against being dismissed or penalised by their employers for whistleblowing. Pyramid is committed to extending this protection to all its members.



Whistleblowing Procedure

If, for any reason, you feel that you may need to follow the whistleblowing procedure, we recommend that you read both the **Grievance Policy** and the **Complaints Procedure** before taking any action, as these may be more appropriate.

Safeguards

1 Protection

This policy is designed to offer protection to the person making a disclosure, as long as it is made

- in good faith (you believe it is true)
- to an appropriate person (see below)
- following the guidance given here

2 Confidentiality

Pyramid will treat any disclosure confidentially and with sensitivity. However, the identity of the person making an allegation may be revealed:

- if the source of the information is required as part of the investigation
- if the person needs to provide a statement as evidence

3 Anonymous Allegations

Pyramid will consider dealing with disclosures that are made anonymously. The factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable (not anonymous) sources

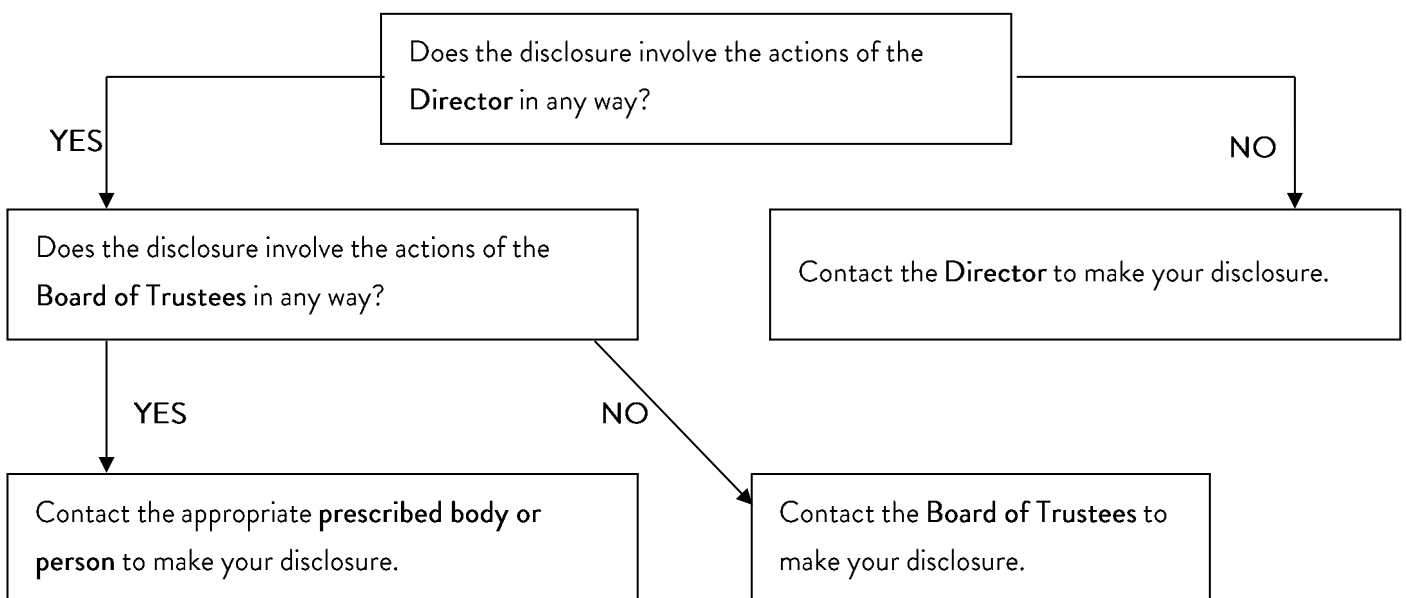


4 Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual.

If an individual makes a malicious allegation (deliberately tells a lie), disciplinary action may be taken against that individual.

Procedures for Making a Disclosure



Contact Information

If possible, it is best to put your disclosure in writing. Make sure you write on the envelope "PRIVATE AND CONFIDENTIAL" – this means that nobody else will open the letter.

James Hill (Director) and **Ros Lehany** (Chair of the Board of Trustees) can both be contacted via the Pyramid registered office:

68B Barkston House, Croydon Street, Leeds LS11 9RT

If you need to make your disclosure to someone outside of Pyramid, you will need to research which agency is best placed to deal with it. For example, the Information Commissioner for data protection, or the Health and Safety Executive for dangerous work practices. Go to <https://www.gov.uk/whistleblowing> for advice, and a list of the different prescribed persons and bodies you can make a disclosure to.



What will happen next?

An investigation will take place to find out if the allegations are true.

- The Director or Chair can choose somebody to investigate, or they can conduct the investigation themselves.
- If the disclosure includes allegations of criminal activity, the police will be notified and they will conduct their own investigation.
- If the disclosure has been made to an external body, we will follow their procedures for investigating.

How long will it take?

This depends on the nature of the disclosure. The investigating officer will act as quickly as possible but must ensure that they are thorough. The investigating officer will write to the person who made the disclosure to explain what is happening, and will keep them updated throughout, including a final letter to explain any decisions or outcomes.

Investigating Procedure

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained
- Inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies (e.g. police)
- A judgement concerning the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Director / Chair of the Board as appropriate.
- The Director / Chair of the Board will decide what action to take (e.g. start disciplinary procedures)
- If appropriate, a copy of the outcomes will be passed to the trustees to enable a review of the procedures

If the problem is still not resolved

If the person making the disclosure is not satisfied that their concern is being properly dealt with by the investigating officer within Pyramid, or they are dissatisfied with the outcome of the investigation, then they should contact the appropriate prescribed person or body so that an external investigation can be carried out.