

WHISTLEBLOWING POLICY

UFM Worldwide work life is based on trust and mutual respect. The aim of this policy is to encourage employees and others who have serious concerns about any aspect of UFM Worldwide work to voice those concerns.

UFM Worldwide is committed to achieving the highest possible standards of service and the highest possible ethical standards in all of its practices.

This policy is designed to ensure that employees, mission partners, volunteers and those associated with UFM can raise their concerns about suspected misconduct, illegal acts or failure to act, without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

This policy aims to:

- Encourage individuals to feel confident in raising serious concerns at the earliest opportunity
- Provide avenues for people to raise those concerns and receive feedback on any action taken
- Ensure that each person receives a response to their concerns
- Reassure our employees, mission-partners, volunteers and supporters that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

Scope

The Whistleblowing Policy is not intended to replace existing procedures:

- If an individual's concern relates to their own treatment as an employee or mission partner, they should raise it under the existing grievance or harassment procedures

- If someone receiving support from UFM Worldwide has a concern about services provided they should raise those concerns with UFM Worldwide as a complaint.

The Policy applies to all:

- Employees of UFM Worldwide
- Employees of contractors working for UFM Worldwide, for example, agency staff, builders and drivers
- Employees of suppliers
- Those providing services under a contract or other agreement with UFM Worldwide, including mission personnel.
- Voluntary workers working with UFM Worldwide.
- Wider supporters of UFM

What should be reported?

Any serious concerns that individuals have about service provision or the conduct of other employees of UFM Worldwide or others acting on behalf of UFM Worldwide that:

- Make the individual feel uncomfortable in terms of known standards
- Are not in keeping with the UFM Worldwide constitution and policies
- Fall below established standards of practice or are improper behaviour.

These might relate to:

- Conduct which is an offence or a breach of the law
- Disclosures related to miscarriages of justice
- Racial, sexual, disability or other discrimination
- Health and safety of the public and/or other employees
- Unauthorised use of funds or other assets
- Possible fraud and corruption or other unethical conduct.

This list is not exhaustive.

Protecting the Whistle-blower

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in good faith.

The Act makes it unlawful for UFM Worldwide to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

UFM Worldwide will not tolerate any harassment or victimisation of a whistle-blower and will take appropriate action to protect them when they raise a concern in good faith.

Throughout this process:

- The individual making the complaint will be given full support
- The individual's concerns will be taken seriously
- UFM Worldwide will do all it can to help the complainant throughout the investigation.

All concerns will be treated in confidence and every effort will be made not to reveal the individual's identity if that is their wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of the individual's disclosure without their help, as they may be asked to come forward as a witness. If the individual makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

Procedure

The employee should normally raise concerns with their line manager. If mission personnel then it should be raised with their lead contact who will pass to their line manager.

The line manager/lead contact will respond to the concerns as quickly as possible. An initial enquiry may be carried out to decide whether a full investigation is appropriate and, if so, what form it should take.

Where appropriate, the matters raised may be:

- Investigated by management or through the disciplinary/grievance process
- Referred to the police
- Referred to the external auditor
- Referred and put through established safeguarding procedures
- Subject of an independent inquiry.

Within ten working days of a concern being raised, the person investigating the concern will write to the individual making the complaint:

- Acknowledging that the concern has been received
- Indicating how the UFM Worldwide proposes to deal with the matter
- Informing the individual of whether further investigations will take place and if not, why not.

The complainant will normally be kept informed of the progress and outcome of any investigation. They should not disclose information that is confidential to UFM Worldwide to anyone else except to those included in the list of prescribed contacts.

The line manager will maintain a register containing all concerns that are brought to them. This will be confidentially kept in line with our GDPR policy.

Policy adopted September 2021

This policy will next be reviewed September 2024