

Policy Title	WhistleBlowing
Policy Objectives	<p>To ensure any concerns about issues such as negligence, financial malpractice or health and safety issues which may be embarrassing to raise, are raised in the correct way to the correct person.</p> <p>To ensure that employees and contractors who may be worried that raising the matter would be disloyal to colleagues, line managers or to CIPFA, get the support they expect and need.</p>
Eligibility and scope	<p>All CIPFA employees and contractors providing services on behalf of CIPFA</p> <p>This policy applies to all CIPFA's activities within the UK and internationally.</p>
Policy Statement	<p>The Whistleblowing procedure is mainly for concerns where the organisation or others are at risk; generally, if you have an issue with your personal position, please use CIPFA grievance procedure.</p> <p>CIPFA wants employees and contractors to feel confident to raise concerns about malpractice at an early stage. Employees and contractors are encouraged to raise the matter when it is a concern, and not feel they have to have proof.</p> <p>CIPFA will not disclose the person's identity without first discussing this with the individual and outlining how this can proceed. Appropriate steps will be taken to ensure that the employee's and contractor's work environment and/or working relationships will not be prejudiced by the nature of the disclosure.</p> <p>There will be some disclosure that once disclosed, cannot be investigated or resolved without revealing the individual's identity and which CIPFA will be obliged to investigate and resolve. The employee or contractor may be required to attend disciplinary meetings or investigation hearings as a witness.</p>
Procedure Stage One	<p>If you have a concern about malpractice, first raise this with your line manager, if you feel able to. You may either speak to your line manager or express your concern in writing.</p> <p>If you feel unable to raise the matter with your line manager or have spoken to him/her and the issue has not been resolved satisfactorily, please speak or write to the Head of HR, who will respect confidentiality at all times.</p> <p>If either or both of the above routes have been followed and you still have concerns, please make an appointment with or write to the Chief Executive. In cases where you feel unable to follow the first two stages, you may contact the Chief Executive directly.</p>

	<p>In any case where you feel unable to escalate your concerns via this route, CIPFA Financial Regulations give the right of access to CIPFA Audit Committee Chairman and/or CIPFA President.</p> <p>If employees or contractors feel unable to use the internal routes, concerns can be raised with CIPFA's internal auditors (RSM Risk Assurance Services LLP, The Pinnacle, 170 Midsummer Boulevard, Milton Keynes MK9 1BP; tel: 01908 687800) or external auditors: Crowe LLP, St.Bride's House, 10 Salisbury Square, London EC4Y 8EH; telephone 020 7842 7100.</p> <p>The contact telephone number for Protect (formerly Public Concern at Work), a charity giving free advice to potential whistleblowers) is 020 3117 2520.</p>
	<p><i>CIPFA's Chief Executive and all the Directors are committed to this Policy. Provided you are acting in good faith, and raise a genuine concern under this Policy, you will not be at risk of losing your job. (But of course this would not apply to someone who maliciously raises a matter they know to be untrue).</i></p> <p><i>We will not tolerate the harassment or victimisation of anyone raising a genuine concern.</i></p>