

BE WISE AS AN OWL



WHISTLEBLOWING POLICY

What is whistleblowing?

Whistleblowing is the procedure around alerting a company to the occurrence or concerns about malpractice. Malpractice can cover a variety of situations which may have already happened, be happening, or reasonably likely to happen. Some examples are:

- a criminal offence being committed, a failure to comply with a legal obligation, a miscarriage of justice occurring, an individual's health and safety being endangered, the environment being damaged, or points of public interest that run counter to management policy being suppressed.
- information relating to any of the above being deliberately concealed.

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your particular case is in the public interest. Concerns around these items are dealt with in the Complaints Handling Procedure.

Why is this important to The Other House?

We have worked hard to develop an open and honest culture which means that team members should be able to raise concerns without fear of discrimination or reprisal so we can act quickly against any potential malpractice and ensure it conducts its business with the highest standards of integrity and honesty at all times. All disclosures will be investigated and dealt with promptly and consistently, always ensuring the Public Interest Disclosure Act 1998 is applied.

PROTECTION IN DISCLOSURE

No whistleblower will be penalised for making a disclosure and you will be treated in accordance with the Employment Rights Act 1996.

TOH will do everything possible to maintain confidentiality however this is not always possible in the context of a thorough investigation. Irrespective of this, nobody should discourage another teammate from coming forward to express a concern, nor should they criticise or victimise them after.

FORMAL PROCEDURE

If it is not possible, or appropriate, to resolve your concerns informally, you can follow the formal procedure. It is recommended that you review the full Whistleblowing Policy for advice on how to proceed and understand your protections in detail.

YOUR RIGHT TO BE ACCOMPANIED

At all stages of the whistleblowing process, you may bring a companion to any meeting.

INFORMAL PROCEDURE

Some concerns of malpractice can quickly be resolved informally in discussion with your line manager. We encourage you to raise concerns as early as practicably possible and seek resolution in this way.

RAISING THE CONCERN OUTSIDE THE OTHER HOUSE

TOH recognises there may be matters that cannot be dealt with internally and external authorities will need to become involved. Before making such an election, you should review the full Whistleblowing Policy for details on how to proceed.

FAILURE TO FOLLOW THIS POLICY

It is so important to raise your concerns as set out in this and the full Whistleblowing Policy. Failure to do so may constitute very serious misconduct and will be dealt with in accordance with our disciplinary procedure. TOH reserves the right to pursue an employee for damages, if appropriate.

[Click here to read the full policy.](#)