

WHISTLEBLOWING POLICY

At Speak Like A Native we are committed to the highest possible standards of openness, probity and accountability and we encourage our staff to raise any concerns about any aspect of our work and to come forward and voice those concerns. In some instances, concerns may need to be expressed in a confidential manner.

Staff must acknowledge their individual responsibility to bring matters of concern to the management team / directors. This procedure encourages staff to raise serious concerns, without fear of reprisal or victimisation, internally within Speak Like A Native. However, it is important to note that at any point you can raise a point of concern externally.

Don't think what if I'm wrong – think what if I'm right

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can with a member of the management team. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Make sure you get a satisfactory response – don't let matters rest.
- Ideally you should put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for concern.

What happens next?

- You should be given information on the nature and progress of any enquiries
- Speak Like A Native has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

Confidentiality

All concerns raised will be treated in confidence and every effort will be made not to reveal your identity if this is your wish. However, in certain cases, it may not be possible to maintain confidentiality if you are required to come forward as a witness.

Anonymous allegations

Wherever possible you should put your name to your allegations as concerns expressed anonymously are much less powerful than those attributed to a named individual. However, anonymous allegations will be considered and investigated at Speak Like A Native's discretion.

