



SCOTTISH
WRESTLING

Whistleblowing Policy

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Foreword

Scottish Wrestling (SW) is committed to maintaining the highest ethical standards in quality, integrity, openness and accountability across all of its remit and to encourage a free and open culture in dealings between the officers, employees and members. In particular the SW recognises that effective and honest communication is essential to its success.

The purpose of this policy is to give guidance to employees/members as to the actions open to them should they suspect that these standards are not being observed by any colleague(s) and who may from time to time feel that they need to raise certain issues relating to the SW with someone in confidence.

Purpose

This policy is to:

- support and protect employees, volunteers and members raising concerns from reprisal and victimisation regardless of the outcome;
- act promptly and confidentially on anything reported under this policy;
- treat all directors, employees, volunteers and members fairly;
- follow necessary action where required;
- deal positively with allegations of victimisation towards anyone making a qualifying disclosure.

This policy applies to all SW directors, employees, volunteers and members and to other workers (e.g. contractors and agency workers) who may be undertaking work or projects for the SW.

Responsibilities

All directors, employees, volunteers and members have a responsibility to watch for unethical or illegal conduct whilst at work and report it in accordance with this policy.

Employees, volunteers and members who do not support this policy and procedure may be subject to disciplinary action.

Directors who fail to adhere to the terms of this policy will be in breach of the SW Directors' Code of Conduct and may result in disciplinary action.

Guidelines and Procedures

The Public Interest Disclosure Act 1998, which amends the Employment Rights Act 1996, provides protection against victimisation or dismissal for workers who raise legitimate claims about specified matters i.e. 'blow the whistle' on misconduct or wrongdoing.

These specified matters are called 'qualifying disclosures'. Possible qualifying disclosures are wide ranging but will generally include:

- A criminal offence;
- A miscarriage of justice;
- An act creating risk to health & safety;
- An act causing damage to the environment;
- A failure to comply with legal obligations;
- Fraud;
- Concealment of any of the above.

It is not necessary for an employee to have proof before making a disclosure. A reasonable belief that one of these qualifying offences has been, or will be, committed is sufficient.

To gain the protection of the Public Interest Disclosure Act 1998, employees must follow the procedures laid down in the legislation in disclosing a qualifying offence. In doing so, they must also:

- Make the disclosure in good faith;
- Reasonably believe that the information is substantially true;
- Not act for personal gain;
- Act reasonably.

if you wish to raise any concerns under the qualifying disclosures about the conduct of others in the business or the way the business is being run you should proceed as follows:

- If your concerns relate to the activities of one of your immediate colleagues, the matter should be referred to your Line Manager.
- If your concerns relate to your own Line Manager, or someone more senior within the SW and you have concerns that were you to raise this matter with your Line Manager it would not be acted upon, you should request a confidential meeting with the SW Chair.

Having raised a concern, to ensure fairness to all concerned, a meeting will be arranged to investigate the allegations made. This investigation will be conducted by a person 'neutral' to the case and will normally be either an impartial suitably qualified and trained member of the SW or a suitably trained and qualified member of another Sports Governing Body. In certain circumstances, the investigation may also involve external partners or parties.

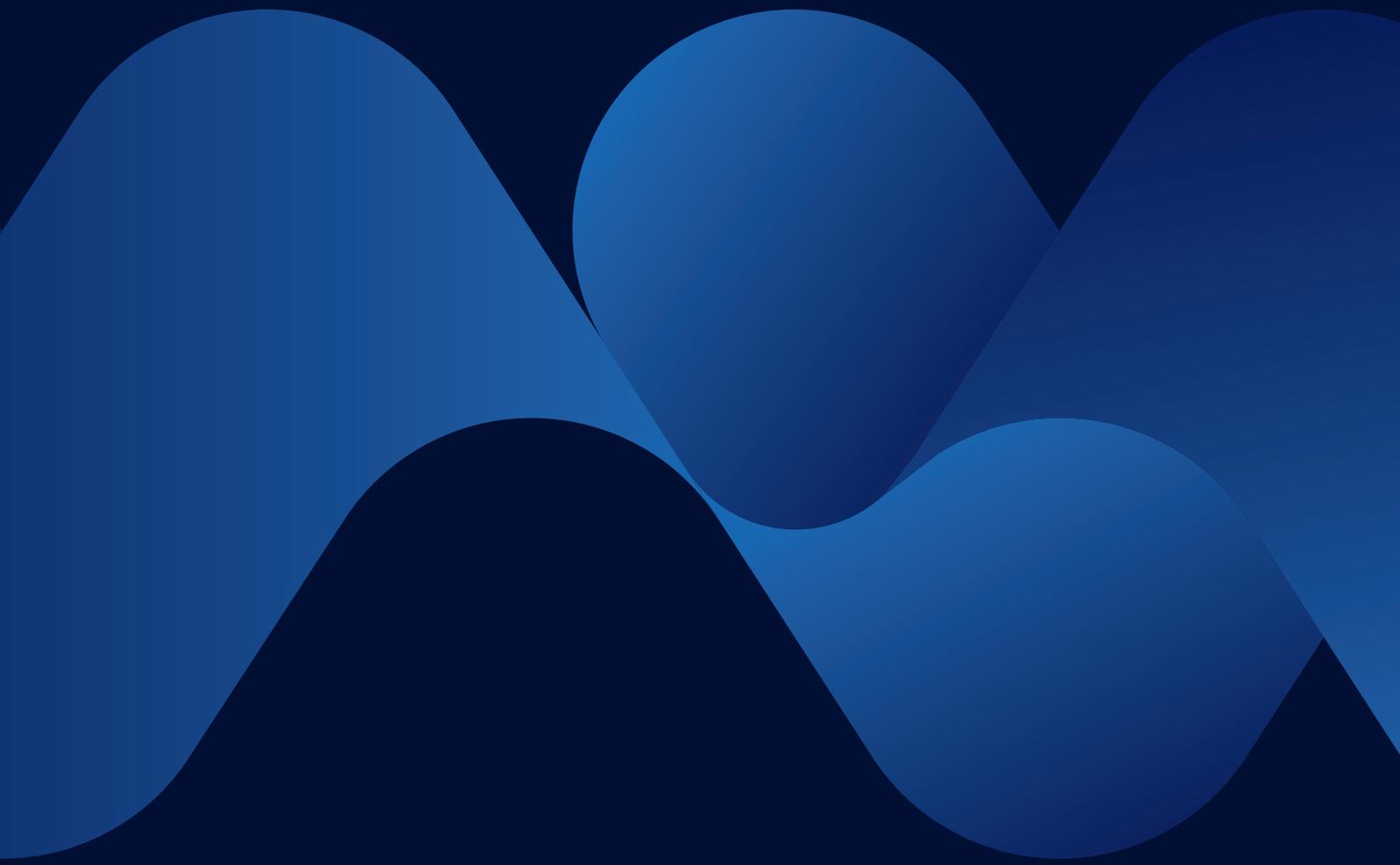
As far as possible, any concerns raised will be treated confidentially, but there may be occasions when there is no alternative but to take action, which may break this confidentiality. Those involved will be advised in advance, if possible, if this has to be done.

The investigation will normally involve taking statements from everyone who is involved, making further enquiries to gather additional information and/or finding confirmation in support of the allegations made. Depending on the nature of the disclosure, there may be a need to involve external regulatory bodies (e.g. the Police, HM Revenue & Customs). Consequently directors, employees, volunteers and members would be expected to co-operate fully with them to help the investigation.

When the investigation is complete, the Chairman, with support from the **sportscotland** expert legal resource (if required), will agree a suitable course of action. If the matter was raised as a qualifying disclosure, the person raising the original concern will normally be advised of the outcome of the investigation and any proposed action. However, it is important to recognise that SW has to respect the confidentiality of other directors, employees, volunteers and members and/or external parties and so it may not always be possible to provide the full details.

Where the above have been concluded and the employee, volunteer or member who raised the concern reasonably believes that the appropriate action has still not been taken by the SW, then they should report the matter to the appropriate authority. The legislation (as amended from time to time) sets out a number of bodies to which qualifying disclosures may be made including, without
Limitation:

- Financial Conduct Authority;
- Competition and Markets Authority;
- Health & Safety Executive;
- Scottish Environment Protection Agency.



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