

WHISTLEBLOWING POLICY OF

Reality Adventure Works in Scotland Ltd.

1 INTRODUCTION

- 1.1 This policy is designed to enable members of staff and volunteers to raise concerns or disclose information which the individual believes shows malpractice. All organisations face the risk of things going wrong or of unknowingly harbouring malpractice and Reality believes it has a duty to identify such situations and take the appropriate measures to remedy the situation.
- 1.2 Reality is committed to the highest standards of openness, probity and accountability and wants to encourage members of staff and volunteers to raise issues which concern them at work. The Public Interest Disclosure Act 1998 ("the Act") gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns, provided the disclosure is made in accordance with the procedures identified in the Act and in good faith.
- 1.3 This policy sets out arrangements for members of staff and volunteers to raise serious concerns about malpractice or serious wrongdoing in ways which will protect them from reprisal. By knowing about malpractice at an early stage Reality stands a good chance of taking the necessary steps to safeguard the interests of all staff and volunteers and to protect the organisation.
- 1.4 Members of staff and volunteers aggrieved about their own personal circumstances should use the normal Grievance Procedure as outlined in the Employees Handbook, the Complaints Policy and the Protecting Children, Young People and Volunteers... document dated August 2008. The procedure outlined in **this** policy should be used only where members of staff or volunteers have concerns about malpractice within the organisation.

2 GUARANTEE

- 2.1 Reality is committed to this policy. If a member of staff or a volunteer raises a genuine concern under this policy, they will not be at risk of losing their job or suffering any form of retribution, victimisation or detriment as a result. Provided they are acting in good faith, it does not matter if they are mistaken. If, however, an investigation shows that an individual has made malicious or vexatious allegations, and particularly if they persist in making them, disciplinary action may be taken against the individual concerned.
- 2.2 Reality will treat any disclosure seriously and act according to this policy. Members of staff or a volunteer will not be asked to prove anything and if they ask for a matter to be treated in confidence the company will respect that request. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required. Members of staff and volunteers will be given feedback on any investigation and Reality will be sensitive to any concerns they may have as a result of any steps taken under this procedure.
- 2.3 This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of Reality.

3 HOW TO RAISE A CONCERN INTERNALLY

- 3.1 If a member of staff or a volunteer has a concern about malpractice, they should normally first raise the issue with their immediate superior. This may be done orally or in writing.

- 3.2 If a member of staff or volunteer feels unable to raise the matter with their immediate superior, for whatever reason, they should raise the matter with the Project Manager.
- 3.3 If these channels have been followed and a member of staff still has concerns, or if the individual feels that the matter is so serious that they cannot discuss it with any of the above, they should raise the matter with the Secretary of the Board of Trustees

4 HOW REALITY WILL HANDLE THE MATTER

- 4.1 Once a concern has been raised, Reality will look into it to assess initially what action should be taken in a responsible and appropriate manner under this policy. This will usually involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised.
- 4.2 Reality will tell the individual who is handling the matter, how they can contact them and whether their further assistance may be needed. As far as possible, Reality will keep the individual informed of the decisions taken and the outcome of any enquiries and investigations carried out. However, Reality will not be able to inform the individual of any matters which would infringe the duty of confidentiality owed to others.

5 HOW TO RAISE A CONCERN EXTERNALLY

It is intended that this policy should be used to give members of staff and volunteers the opportunity and protection they need to raise their concerns internally. However, in exceptional circumstances, if an individual feels they cannot raise their concerns internally and they honestly and reasonably believe the information and any allegations are true, they should consider raising the matter with the appropriate regulator. A list of bodies which are recognised for this purpose are outlined in the Schedule to this policy.

SCHEDULE

APPROPRIATE REGULATORS IN ENGLAND, WALES AND SCOTLAND
(as prescribed by the Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2003)

Regulator	Description of Matters
Accounts Commission for Scotland and auditors appointed by the Commission to audit the accounts of local government bodies	The proper conduct of public business, value for money, fraud and corruption in local government bodies.
Office of the Scottish Charities Regulator	The proper administration of charities and of funds given or held for charitable purposes.
Certification Officer	Fraud, and other irregularities, relating to the financial affairs of trade unions and employers' associations.
The Scottish Ministers	
Chief Executive of the Scottish Criminal Cases Review Commission	Actual or potential miscarriages of justice.
The competent authority under Part IV of the Financial Services and Markets Act 2000	The listing of securities on a stock exchange; prospectuses on offers of transferable securities to the public.
Commissioners of Customs and Excise	Value added tax, insurance premium tax, excise duties and landfill tax. The import and export of prohibited or restricted goods.
Commissioners of the Inland Revenue	Income tax, corporation tax, capital gains tax, petroleum revenue tax, inheritance tax, stamp duties, national insurance contributions, statutory maternity pay, statutory sick pay, tax credits, child benefits, collection of student loans and the enforcement of the national minimum wage.
Auditor General for Scotland and persons appointed by or on his behalf under the Public Finance and Accountability (Scotland) Act 2000 to act as auditors or examiners for the purposes of sections 21 to 24 of that Act	The proper conduct of public business, value for money, fraud and corruption in relation to the provision of public services.
Audit Scotland	The proper conduct of public business, value for money, fraud and corruption in public bodies.
Director General of Telecommunications	The provision and use of telecommunications systems, services and apparatus
Lord Advocate, Scotland	Serious or complex fraud.
Scottish Environment Protection Agency	Acts or omissions which have an actual or potential effect on the environment or the management or regulation of the environment, including those relating to flood warning systems and pollution.
Food Standards Agency	Matters which may affect the health of any member of the public in relation to the consumption of food and other matters concerning the protection of the interests of consumers in relation to food.
Financial Services Authority	The carrying on of investment business or of

	insurance business; the operation of banks and building societies, deposit-taking businesses and wholesale money market regimes; the operation of friendly societies, benevolent societies, working men's clubs, specially authorised societies, and industrial and provident societies; the functioning of financial markets, investment exchanges and clearing houses; money laundering, financial crime, and other serious financial misconduct, in connection with activities regulated by the Financial Services Authority.
Scottish Social Services Council	Matters relating to the registration of the social services workforce by the Scottish Social Services Council.
Scottish Commissioner for Children and Young People	Matters relating to the rights and welfare of children.
Health and Safety Executive	Matters which may affect the health or safety of any individual at work; matters, which may affect the health and safety of any member of the public, arising out of or in connection with the activities of persons at work.
Local authorities which are responsible for the enforcement of health and safety legislation	Matters which may affect the health or safety of any individual at work; matters, which may affect the health and safety of any member of the public, arising out of or in connection with the activities of persons at work.
Scottish Information Commissioner	Compliance with the requirements of legislation relating to freedom of information.
Scottish Commission for the Regulation of Care	Matters relating to the provision of care services, as defined in the Regulation of Care (Scotland) Act 2001
Occupational Pensions Regulatory Authority	Matters relating to occupational pension schemes and other private pension arrangements.
Office of Fair Trading	Matters concerning the sale of goods or the supply of services, which adversely affect the interests of consumers. Competition affecting markets in the United Kingdom.
Standards Commission for Scotland and the Chief Investigating Officer	Breaches by a councillor or a member of a devolved public body (as defined in section 28 of the Ethical Standards in Public Life etc. (Scotland) Act 2000) of the code of conduct applicable to that councillor or member under that Act.
Treasury	The carrying on of insurance business.
Secretary of State for Trade and Industry	Fraud, and other misconduct, in relation to companies, investment business, insurance business, or multi-level marketing schemes (and similar trading schemes); insider dealing. Consumer safety.
Local authorities which are responsible for	Compliance with the requirements of

the enforcement of consumer protection legislation	consumer protection legislation.
Local authorities which are responsible for the enforcement of food standards	Compliance with the requirements of food safety legislation.