Middlewich & District Foodbank - Whistleblowing Policy

It is important to Middlewich & District Foodbank (MDFB) that any fraud, misconduct or wrongdoing by employees, volunteers or people engaged in the organisation's business is reported and properly dealt with. MDFB therefore encourages all individuals to raise any concerns that they may have about the conduct of others involved with the charity or the way in which the charity is run.

MDFB recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with or within the charity who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If staff have a complaint about their own personal circumstances, they should use the normal grievance procedure. If staff have a concern about malpractice within the organisation, then they should use the procedure outlined below:

- Report any concerns to the Manager, Nicky Colclough. If this is not possible, then report concerns to the Chairperson.
- All employees, volunteers and those involved with the charity should be aware of the importance of preventing and eliminating wrongdoing within the organisation. Staff, volunteers & trustees should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back.
- Staff, volunteers & trustees will not be victimised for raising a matter under this procedure. This means that continued employment, engagement and opportunities for future promotion or training will not be prejudiced because an individual has raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the charity's disciplinary procedure will be used, in addition to any appropriate external measures.
- If an individual makes a malicious or a false allegation, then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If anyone is asked not to raise or pursue any concern, even by a person in authority such as the manager, they should not agree to remain silent. In this event the individual should report the matter to the trustees.