



# Whistleblowing Policy

This policy will be reviewed on an ongoing basis, at least once a year. Mentor Wise will amend this policy, following consultation, where appropriate.

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MENTOR WISE requires trustees, executives, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of MENTOR WISE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## **1 WHAT IS WHISTLEBLOWING?**

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Whistleblowing is the confidential disclosure by any individual of any concern encountered in the workplace related to a perceived wrongdoing. Mentor Wise considers such wrongdoing to include:

- General malpractice, such as immoral, illegal or unethical conduct
- Conduct where someone's health and safety has been put in danger
- Gross misconduct

If individuals have concerns relating to their employment with Mentor Wise, these should be raised under Mentor Wise grievance policy.

## **2 REPORTING RESPONSIBILITY**

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This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Mentor Wise can address and correct inappropriate conduct and actions. It is the responsibility of all trustees, executives, employees and volunteers to report concerns about violations of Mentor Wise code of ethics or suspected violations of law or regulations that govern Mentor Wise operations.

## **3 NO RETALIATION**

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It is contrary to the values of Mentor Wise for anyone to retaliate against any trustee, executive, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Mentor Wise. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **4 REPORTING PROCEDURE**

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Mentor Wise has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chief Executive. If the concern is about the Chief Executive then you should write to the Board of Trustees ([trustees@mentorwise.org.uk](mailto:trustees@mentorwise.org.uk)). Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in

writing to the Chief Executive who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Chief Executive.

## **5 COMPLIANCE OFFICER**

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The Chief Executive is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chief Executive will advise the Board of Trustees of all complaints and their resolution and will report at least annually to them on compliance activity relating to accounting or alleged financial improprieties.

## **6 ACCOUNTING AND AUDITING MATTERS**

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The Chief Executive shall immediately notify the Trustee Finance Sub Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

## **7 ACTING IN GOOD FAITH**

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Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence.

## **8 CONFIDENTIALITY**

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Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **9 HANDLING OF REPORTED VIOLATIONS**

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The Chief Executive will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## 10 MONITORING AND REVIEW

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