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# WHISTLEBLOWING POLICY

## 1. INTRODUCTION

The University of Suffolk is committed to the highest standards of openness, probity and

It should be emphasised that this Policy is intended to assist individuals who believe they have discovered malpractice or serious wrongdoing provided that they make the disclosure in accordance with the Policy. It is not designed to question financial or business decisions taken by the University nor may it be used to reconsider any matters which have already been addressed under harassment, complaint or disciplinary procedures. Individuals who make disclosures outside the arrangements set out here will not be protected under this Policy and may not be protected under the Act.

## **2. SCOPE OF POLICY**

This Policy is designed to enable employees or other members of the University of Suffolk community, including students and contractors to raise at a higher level concerns or disclose information about matters the individual believes shows malpractice.

A number of policies and procedures are already in place including grievance, discipline, complaints and guidelines for dealing with harassment. This Policy is intended to cover concerns which are in the public interest and may (at least initially) be investigated separately but might then lead to the using of such procedures. These might include:

- financial malpractice or impropriety or fraud;
- failure to comply with a legal obligation;
- dangers to health and safety of the environment;
- criminal activity;
- miscarriage of justice;
- academic malpractice;
- improper conduct or unethical behaviour;
- attempts to conceal any of the above.

This is not intended to be a comprehensive list and any matters raised under this Policy will be considered seriously.

## **3. PROTECTION**

This Policy is designed to offer protection to those employees or other members of the University who disclose such concerns provided the disclosure is made:

- in accordance with the procedures laid down;
- in good faith, and;
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice.

## **4. CONFIDENTIALITY**

All such disclosures whether from internal or external sources will be treated in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. 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.



is made shall decide who should undertake the investigation, the procedure to be followed and the scope of the concluding report. Where it is appropriate to do so, the investigator may be assisted by another officer or an independent person, particularly where specialist expertise or knowledge is required. Any review undertaken will be carried out as soon as practicable and the Audit and Risk Committee informed at the first opportunity. The principles of natural justice shall prevail throughout this process.

3. The individual, should a meeting with the Investigator be required, may be accompanied at the meeting by a friend. The role