



Whistleblowing Policy

DRAFT 2018

MAODS (Mossley Amateur Operatic Dramatic Society) aims to operate in line with our values and with the highest standards of honesty and integrity. We want to create an environment where our members feel able to raise concerns internally without fear of victimisation, detriment or disciplinary action being taken against them as a result of any disclosure.

If a member of MAODS discovers a situation which they believe should be disclosed they can make a protected disclosure under MAODS Whistleblowing Policy. The word whistleblowing in this policy refers to the disclosure internally or externally of malpractice, as well as illegal acts or omissions at work.

A protected disclosure is any disclosure of information that in the reasonable belief of the member of staff is made in the public interest.

Examples of malpractice

Examples of malpractice which a member of MAODS may wish to make a protected disclosure are :

- A criminal act
- Failure to comply with a legal obligation
- A miscarriage of justice
- Health and safety breaches
- Damage to the environment
- Concealment of any of the above

The overriding concern should be that any disclosure is made in the public interest for the malpractice to be corrected and, if appropriate, sanctions applied.

How to make a disclosure

- A member of MAODS can raise concerns orally or in writing to the society Chairman or Secretary.
- If the member of MAODS feels it is not appropriate to raise the matter with the Chairman or Secretary they can raise the matter with a member of the MAODS committee of their choice.

MAODS will:

- Make sure that the member of MAODS's concern is appropriate for consideration under this policy as against another procedure. If the concerns are not appropriate to this policy, refer them to the correct procedure;
- Deal promptly and fairly with any concerns raised under this policy and carry out an investigation into the alleged malpractice;
- Support and facilitate the member of MAODS in pursuing whistleblowing concerns;
- Maintain confidentiality throughout any proceedings;
- Keep the member of MAODS advised of progress as appropriate;
- Not allow the member of MAODS to suffer any detriment as a result of raising their concerns;

- Maintain the member of MAODS anonymity if the member so wishes. However, in some circumstances it may be necessary to reveal the name of the member of MAODS who raised concerns, in which event the situation would be discussed with the member before proceeding.

Disciplinary Procedure

MAODS will not tolerate any detriment, harassment or victimisation of a whistleblower.

If an allegation is made by a member of MAODS in the public interest but it is not confirmed by the investigation, no action will be taken against them. If, however, an allegation is made frivolously, maliciously or for personal gain, action may be taken.

Responsibility Levels

Day-to-day responsibility will rest with MAODS committee. All concerns should be referred on to the Chairman or Secretary rather than committee members investigating the alleged wrongdoing themselves. This ensures that where, for example, a whistleblowing concern is raised about an environmental, safety or security risk, it is the people with the necessary technical skills and experience who handle any substantive investigation.

This clear division of function helps separate the message from the messenger and leaves the committee free to deal with any disciplinary or communication issues that might arise

MAODS will inform relevant external agencies as appropriate regarding any concerns raised under this policy.

Raising your concern externally

It is hoped that this policy enables member of MAODS to raise any concerns they have regarding malpractice internally. If any member of MAODS feels they cannot raise their concern internally, the matter should be raised with the Police or the appropriate regulator e.g. Health and Safety Executive, The Charity Commissioners for England and Wales or Environmental Health Department.

Anonymous informing

MAODS does not encourage anonymous informing as it makes it difficult for the alleged malpractice to be investigated and for feedback to be provided to the member of MAODS. If any disclosure is made anonymously MAODS will assess the information received and establish if it is possible or prudent to follow up.

Whistleblowing?

Definitions of what is suitable to be raised under MAODS Whistleblowing Policy.

Whistleblowing is where a member of MAODS has a concern about danger or illegality that has a public interest aspect to it: usually because it threatens others (e.g. other members, partner organizations or the general public).

The Law

This policy and procedure has been written to take account of the Public Interest Disclosure Act 1998, which protects member of staffs making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions. The Act is incorporated into the Employment Rights Act 1996, which also already protects member of staffs who take action over, or raise concerns about, health and safety at work. The policy also takes into account legislation as outlined in the Enterprise & Regulatory Reform Act 2013.