

WHISTLEBLOWING - CODE OF PRACTICE

1. INTRODUCTION

A whistleblower can be defined as being a person who informs on or someone who puts a stop to something. In a workplace, the term would be used to describe a person who believes there have been instances of improper conduct, and decides to report these to a person or persons who they believe will be in a position to deal with this.

Prospect is keen to encourage a culture of openness which enables staff who harbour concerns to express these without fear that they will then be victimised.

The aim of this Code is to enable staff to raise confidentially any concerns about propriety or probity with the Management Committee or a person delegated by the Management Committee.

2. IMPROPER BEHAVIOUR

Prospect Community Housing expects its staff members to carry out the work of Prospect to the highest possible standards and to the best of their capabilities. Any instances of improper behaviour will be taken very seriously by Prospect. Action and behaviour which Prospect would deem as being unacceptable would include:

- fraud
- falsifying records
- moonlighting
- accepting bribes or other inducements covered by Prospect's Policy on Business Gifts and Benefits
- non disclosure of Section 15 interests
- breaches of confidentiality

The above list is not exhaustive but is intended to indicate what types of behaviour and action Prospect would find unacceptable.

2.1. Prospect recognises that individuals who know of such action/behaviour may not feel comfortable about raising the issue within the existing line management Structure.

It is, therefore, recognised that the Management Committee will delegate the Secretary of Prospect to be available to meet with an individual to discuss such an issue.

Prospect agrees to respect confidentiality where an individual makes representation to the delegated Committee Member.

- 2.2.** Prospect accepts that, in some circumstances, individuals may feel uncomfortable about raising a concern with the delegated Committee Member and may wish to raise the complaint with an external body such as Communities Scotland Registration and Supervision Department or another organisation (see appendix (i) (attached)).

Prospect confirms that an individual has the right to raise a concern with Communities Scotland Registration and Supervision without fear of victimisation.

- 2.3.** In the event of a complaint being made Prospect agrees to carry out any investigation in as confidential a manner as possible.

- 2.4.** Where a member of staff makes a complaint and it is found to be mischievous in intent, this will be regarded as a serious offence and the member of staff may be liable to disciplinary action.

3. MONITORING AND REVIEW

- 3.1.** A report on formal complaints of this nature will be submitted to Management Committee in May of each year, in the same format as the report on complaints.

- 3.2.** The Code of Practice will be reviewed every 3 years by the Management Committee at the February meeting.

Review approved by Management Committee on 23 February 2005

Signed Date
(Chairperson)

Appendix 1

Useful Names and Telephone Numbers

Communities Scotland	Registration and Inspection Thistle House 91 Haymarket Terrace EDINBURGH EH12 5HE 0131 313 0044
External Auditors	Baker Tully 23 Queen Street Edinburgh EH2 1JX 0131 225 6424
Internal Auditors	TIAA Central Administration Office Granham House 5 Spring Garden Lane Gosport PO12 1HY
CHAI	13 Hailesland Place Edinburgh EH14 2QR 0131 442 2100
Police	Wester Hailes Police Station Dumbryden Drive EDINBURGH EH14 2QR 0131 442 2626