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Public Interest Disclosure (Whistleblowing) Policy

This policy document applies to your employment at [*Insert organisation name and address*], ("the Organisation") and all other organisation sites that you may be asked to work at from time to time. However, this policy does not form part of your contract of employment.

1. Policy Statement

This policy is intended to clearly set out and explain your rights and duties under the Public Interest Disclosure Act 1998.

2. Disclosing

The Organisation encourages and supports the internal reporting of any wrongdoing or potential wrongdoing to an appropriate member or members of the management. The disclosing of such information can also be made externally under the Public Interest Disclosure Act 1998.

3. Reportable Acts

3.1 All members of staff (including management) have a duty to report any actions, which they reasonably believe constitute wrongdoing or malpractice within the Organisation. Such actions include, but are not limited to:

- (a)** Theft, whether petty or serious;
- (b)** A criminal offence;
- (c)** Breach of Organisation's rules and procedures;
- (d)** Breach of statutory regulations, including health & safety;
- (e)** Dishonesty;

(f) Any attempts to cover-up or conceal any of the above.

3.2 Such information should be reported to your immediate manager as soon as it comes to light. If for whatever reason this is not practical the matter should be reported to *[Insert name and position, for example, personnel director or finance director]* or any other senior member of management.

4. Public Interest Disclosure Act 1998

The Public Interest Disclosure Act 1998 allows individuals to disclose certain information or issues relating to the Organisation to relevant external parties. This can take place if internal disclosure within the Organisation of such information may not result in any appropriate action being taken by the Organisation or where the disclosing party may be penalised in some way.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

5. Reporting

6. Investigation

7. Protection of Disclosing Party

8. False Allegations

9. Date of Implementation

10. Questions

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