



## **The Glamorgan-Gwent Archaeological Trust**

### **Whistle-blowing Policy**

The Glamorgan-Gwent Archaeological Trust (hereafter GGAT) is committed to the highest standards of openness, probity and accountability. In line with that commitment GGAT has implemented this policy and procedure to cover the genuine concerns that an employee may have about suspected wrongdoing within the organisation.

In demonstrating this commitment GGAT encourages employees to raise any concerns that they may have about any wrongdoing at any level within the business. Wrongdoing in this context is set out below.

This policy is primarily for concerns where the interests of others or the organisation itself are at risk. Any employee or worker or volunteer who raises concerns in good faith can do so on a confidential basis without fear of reprisal or victimisation.

#### **Background**

This Policy reflects the requirement within the Public Interest Disclosure Act 1998 (The 'Act'), which provides protection to individuals who disclose, in good faith, information about alleged wrong doing at work, providing:

- The information is disclosed in good faith;
- They reasonably believe that the information, and any allegation contained in it to be substantially true;
- The employee does not act maliciously or make false allegations; or
- The employee does not act for personal gain.

The 'Act' protects disclosures of information relating to one or more of the following:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health or safety of any individual;
- damage to the environment; or
- the concealment of the above matters.

This policy is intended for use with allegations which appears likely to harm the reputation of GGAT.

Other concerns that an employee may have should be raised under the Trust's Grievance Procedures.

#### **Protection and obligations**

Employees who raise a concern under this policy are entitled not to be subjected to any detriment as a result. Even if your concern proves to be unfounded the employee will be protected against any reprisals from their manager, colleagues or any other employee of the trust.

However, making a deliberately false allegation or one deliberately for personal gain against the trust, a fellow employee or any other person will be treated as an act of gross misconduct.



## **Procedure**

Employees wishing to make a disclosure, should do so in the first instance to their line manager. If the disclosure is about this officer then the disclosure should be made to the Chief Executive Officer or a member of the Board of Trustees.

GGAT recognises that an employee making a disclosure may want to raise a concern in confidence under this policy, and the identity of the employee will not be disclosed without their consent. However, in situations where concerns cannot be resolved without revealing the employee's identity the matter will be discussed with the employee and the matter of how and whether GGAT can or will need to proceed.

## **Investigation**

The person to whom the disclosure is made will normally consider the information and decide on the form of investigation. Any investigation will be conducted sensitively and as quickly as possible. The employee making the disclosure will be notified in writing of the intended timetable for the investigation, the progress of the investigation in so far that information can be legally released and without prejudice to future actions, and the conclusion of the investigation.

## **Adoption and review**

This policy was adopted 24 March 2017.

Last Reviewed.