



## Whistle Blowing Policy

**Our aim.** Hospice Care Kenya recognises that we have a responsibility to ensure that employees feel confident in raising serious concerns and to question and act upon concerns, to provide avenues for employees to raise concerns and receive feedback on any action taken and to reassure them that they will be protected from reprisals or victimisation for disclosing information in good faith. HCK also has a responsibility to provide a mechanism for any individual outside of the organisation who has a concern to be able to raise their concern and receive feedback.

**About our policy.** This policy aims to provide employees or concerned individuals outside of the organisation with an avenue to raise concerns and receive feedback on any action taken. It demonstrates how employees can take the matter further if they are dissatisfied with the management response and reassures employees that they will be protected from harassment or victimisation from co-workers for raising concerns.

Whistleblowing describes when an employee or concerned individual raises a concern about malpractice or wrong-doing or provides information usually about illegal or dishonest practices within our work. This may be internal or external.

If the concern relates to the employee's own employment, the Grievance Policy and Procedure should be used instead.

### Our procedure

Concerns can be raised anonymously but we may not be able to take the claim further if you have not provided all the information we need.

Individuals outside the organisation or employees can give their name but request confidentiality – HCK will make every effort to protect your identity.

Individuals outside the organisation should raise their concern orally or, preferably, in writing using the attached report template. They should include the background and history of the concern, including relevant dates, and the reason why the situation gives particular cause for concern. Concerns should be raised with the HCK Director or if they concern the Director the HCK Chair.

Employees or others within the organisation can raise their concerns orally or, preferably, in writing using the attached report template. They should include the background and history of the concern, including relevant dates, and the reason why the situation gives particular cause for concern. Although employees are not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person contacted that there are reasonable grounds for concern.

Wherever possible, an employee should raise their concern in the first instance with their line manager. If this is not possible because it involves their line manager then they should inform the Director of HCK or if it involves the Director they must inform the Chair.

The person receiving the concern must consider whether the concerns raise fraud, corruption or child protection issues – in which case they should take appropriate action to report this to the relevant authorities immediately.

The person receiving the concern will investigate the concern:

- Respecting confidentiality
- Where necessary interviewing other staff
- Keeping the person who raised the concern informed within reason about the investigation, at least fortnightly
- Giving both the employee who raised the concern and staff who are the subject of the concern/investigation the name of a member of staff or Trustee as a contact point for support
- Notifying staff who are the subject of the complaint about the nature and potential outcomes of the complaint at least fortnightly
- Considering whether staff who are the subject of the complaint should on request be granted special leave or if more appropriate, suspended for the duration of the investigation. Please refer to the Disciplinary policy for further information on suspension.

The person investigating the concern will notify the person who raised the concern in writing of the outcome of any investigation or any action taken, subject to the constraints of confidentiality and the law within fourteen days of concluding the investigation and taking any necessary action.

### **Contacts**

Director Lee Barker address PO Box 491, Scarborough, YO11 9FG, email [hck@hospicecareenya.com](mailto:hck@hospicecareenya.com)  
tel (44) 1723 890283

Chair Sally Hull address as above marked Private and Confidential, email [sally@hullonline.org](mailto:sally@hullonline.org)

### **Monitoring**

We recognise that it is important for us to regularly review this policy to ensure that it is fit for purpose and reflects best practice.

Date Adopted December 2020

Date to be reviewed July 2023

## WHISTLE BLOWING REPORTING TEMPLATE

Name of person making report (If you would prefer to remain anonymous leave this space blank)	
Employing Organisation	
Date of Report	
Please describe the concern you are raising	
Please give the background to the situation	
Please detail any timeline including specific dates of incidents	
Please explain the reason you have cause for concern	
Please provide the names of any witnesses to the incidents you are reporting	