

# The Restore Project CIC - Whistleblowing Policy

## 1. Purpose

The Restore Project CIC is committed to maintaining the highest standards of openness, honesty, and accountability. This policy encourages employees, volunteers, directors, and contractors to report concerns about wrongdoing or malpractice without fear of victimisation or reprisal.

## 2. Scope

This policy applies to all individuals working for or with The Restore Project CIC, including:

- Employees (full-time, part-time, temporary)
- Volunteers
- Directors
- Contractors and consultants

## 3. What is Whistleblowing?

Whistleblowing is the disclosure of information by a worker or stakeholder that relates to suspected wrongdoing, illegal acts, or risks to health and safety, public interest, or the environment within the organisation.

Examples include:

- Fraud or financial irregularities
- Criminal offences
- Health and safety risks
- Breaches of safeguarding policies
- Abuse of clients or staff
- Unethical behaviour or breaches of company policy
- Discrimination or harassment
- Covering up wrongdoing

## 4. Protection for Whistleblowers

The Restore Project CIC will:

- Treat all disclosures seriously and confidentially
- Protect whistleblowers from any form of retaliation, victimisation, or harassment
- Allow concerns to be raised anonymously if desired
- Comply with the Public Interest Disclosure Act 1998 and other relevant legislation

## 5. How to Raise a Concern

### 5.1 Informal Approach

- Speak directly to your line manager, supervisor, or designated safeguarding lead
- If the concern involves your manager or you feel uncomfortable, proceed to the formal route

### 5.2 Formal Approach

- Submit your concern in writing (email or letter) to:  
**Chair of the Board of Directors**  
[Insert Chair's contact details]
- If the concern relates to the Chair, direct it to another director or an external regulator as appropriate

## 6. Procedure for Handling Concerns

- Acknowledgement of receipt within 5 working days
- An initial assessment will be made to decide next steps, which may include investigation
- Investigations will be conducted fairly, promptly, and confidentially
- The whistleblower will be informed of progress and outcomes as appropriate, subject to confidentiality
- If wrongdoing is confirmed, remedial action will be taken to rectify the situation

## 7. Confidentiality

- All whistleblowing reports will be handled sensitively and confidentially
- The identity of the whistleblower will not be disclosed without their consent, except where required by law

## 8. False or Malicious Allegations

- Deliberately false or malicious allegations may lead to disciplinary action
- This policy is not a substitute for raising personal grievances or complaints, which should follow the CIC's grievance procedure

## 9. Review

This policy will be reviewed annually by the Board of Directors to ensure effectiveness and compliance with legislation.

**The Restore Project CIC**

**Date of Adoption:** 30/07/2025

**Review Date:** 30/07/2026