

pirc  
people  
plan

# WHISTLE BLOWING POLICY

pirc

Police Investigations &  
Review Commissioner

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# 1. Introduction

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The PIRC aims to conduct our business at all times with the highest standards of integrity and honesty. We expect all employees to maintain the same standards in everything they do. All those who work for us are therefore strongly encouraged to report any perceived wrongdoing by the business or its employees, contractors or agents that falls short of these principles.

This policy is not contractual but sets out the way in which we plan to manage such issues.

The Public Interest Disclosure Act (PIDA) 1998 protects employees who report wrongdoing within the workplace. It is the aim of this policy to ensure that as far as possible our employees are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur. We recognise that employees may not always feel comfortable about discussing their concerns internally, especially if they believe that the business itself is responsible for the wrongdoing. The aim of this policy is to ensure that they are confident that they can raise any concern about our business activities in the knowledge that it will be taken seriously, and that no action will be taken against them.

All of our staff are encouraged to use the procedure set out below if they have a concern about any of the following:

- wrongdoing at work, including any criminal offence
- a failure to comply with legal obligations
- a miscarriage of justice
- a health and safety danger
- an environmental risk or
- a concealment of any of these

Employees do not have to be able to prove the allegations, but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised, rather than run the risk of not detecting a problem early on.

# 2. Procedure

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If appropriate, the employee should discuss the matter with his/her line manager in the first instance. However, should he/she prefer (perhaps because the manager is unavailable or indeed might be the cause of the concern), then any member of the Heads of Department Group can be approached.

If the matter requires further investigation, this will be carried out and the employee will be informed of the outcome of the investigation and what action, if any, has been taken.

If the employee remains unhappy about the speed or conduct of the investigation, or the way in which the matter has been resolved, he/she should refer the matter to the Commissioner.

Following further investigation of the complaint, the employee will be informed of the result and what, if any, action has been taken.

The PIRC undertakes that no employee who makes a bona fide report under this procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. If any employee feels that he/she is being subjected to a detriment by any person within the business as a result of his/her decision to invoke this procedure, he/she must inform the Commissioner immediately and appropriate action will be taken to protect him/her from any reprisals.

However, if it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with through our disciplinary procedure.

The PIRC recognises there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary we reserve the right to make such a referral without the employee's consent.

### **3. Implementation, Monitoring and Review of this Policy**

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The Head of HR & Corporate Services (HHRCS) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HHRCS.

### **4. Communication & Contacts**

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This policy will be shared with all staff within the PIRC and will be published on our website.

Queries should be addressed to:

Head of HR & Corporate Services  
Hamilton House  
Hamilton Business Park  
Hamilton  
ML3 0QA

Phone: 01698 542900

Email: [enquiries@pirc.gsi.gov.uk](mailto:enquiries@pirc.gsi.gov.uk)

### **5. Benchmarks Used in Policy Formulation**

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- Scottish Government
- ACPOS
- Previous PIRC Policy

## 6. Review of Policy

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This Policy is a formal PIRC policy and will be reviewed by the PIRC Management Team on an annual basis.

### Version Control Data

Title:	Whistle Blowing Policy
Author:	Janice Carter, Information Officer
Approver:	Les Common, Head of HR Corporate Services
Version Number:	Version 2
Date of Approval:	January 2017
Summary of last modification:	Changes to align with staffing structure
Modified by:	Janice Carter
Next review date:	January 2018