



Whistle Blowing Policy

1. The Policy

This policy is intended to cover those concerns regarding conduct within the organisation known as Verwood Concert Brass.

The concern may be about:

- a) an unlawful act, either criminal or a breach of civil law;
- b) fraud, corruption or dishonesty;
- c) actions likely to cause physical danger to any person or give rise to significant damage of property;
- d) loss of income to the Band;
- e) abuse of power or the use of the Band's authority for any unauthorised or ulterior purpose;
- f) any other matter that gives rise to concern.

2. Safeguards

Harassment or victimisation

The Committee recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible for the malpractice. The Committee will not tolerate harassment or victimisation and will take all possible measures to protect members who raise concerns in good faith.

Confidentiality

The Committee will seek to protect the identity of members who raise concerns and do not want their name to be disclosed. It must be appreciated, however, that the investigation may reveal the source of the information, and statements made by the members who raised the issue may be required as part of the evidence.

3. To whom concerns should be reported.

In the first instance, any concern should be raised with the Band Chairman or Secretary. They will decide if it appropriate to involve other members of the Committee

4. The Response

The action taken by the Committee of Chairman (where no committee involvement is deemed necessary) will depend on the nature of the concern. The matters raised may for example:

- be investigated internally;
- be referred to the Police.

In order to protect individuals and Verwood Concert Brass, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation.

Within two weeks of a concern being received, the Chairman or another appropriate member will write to the member who raised the issue:

- acknowledging that the concern has been raised;
- indicating how it proposes to deal with the matter;
- where possible, giving an estimate of how long it will take to provide a final response; and
- telling the member whether further investigations will take place and if not, why not.

The amount of contact between the investigators considering the issue and the member who has raised the issue will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the member.

This policy will be reviewed bi-annually by the committee.

Dated: 1st November 2019

Please forward any comments about this policy to the Chairman.