

Whistle-blowing policy - version 5 communication & implementation plan

This policy was authorised by Chris Best on 18th November 2015 for publication in the portal's **Documents library>Policies>Human Resources>Whistle-blowing** folder on 26th November 2015.

On 27th November 2015 a directive was sent to:

- Executive Team
- regional managing directors
- heads of service
- operations directors
- locality managers
- regional administrators
- business development managers & coordinators
- Audit Team
- Performance Team
- regional support advisors
- Waymarks service manager

informing them that it replaces HR: Whistleblowing – version 4.1.

Managers must familiarise team members with the policy in their next team meeting – that is, talk them through the headlines. If a team member is absent, then their manager must either familiarise them in their next supervision or require them to read the policy.

All team members must sign the meeting minutes to evidence familiarisation. This includes those who were absent once they have been familiarised.

This policy is due review by **November 2017**.