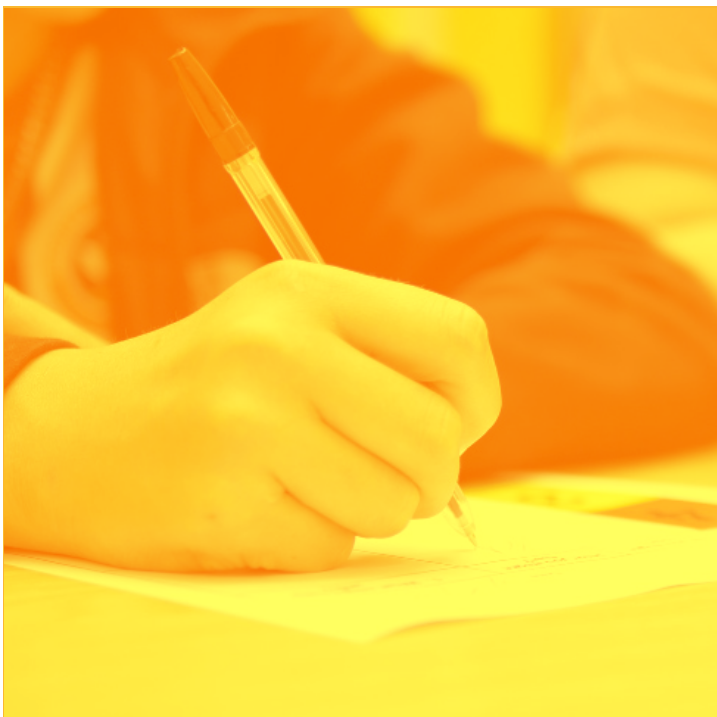




osmis

Mentoring & Inclusion Services

Whistleblowing Policy



Alternative Provision Whistleblowing Policy

This policy supersedes all previous policies and guidance.

Date of Creation: Oct 2023
Date of Review: Sept 2024
Due for Review : Sept 2025

Approved by A. Keenan

1. Purpose

The purpose of this policy is to provide a clear, confidential, and safe process for reporting any unlawful, unethical, or inappropriate actions within OSMIS Mentoring & Inclusion Services. This policy supports OSMIS's commitment to integrity, transparency, and accountability.

2. Scope

This policy applies to all employees, mentors, mentees, volunteers, contractors, and stakeholders within OSMIS.

3. Definition of Whistleblowing

Whistleblowing is the act of reporting misconduct, wrongdoing, or unethical practices that may harm individuals, the organisation, or the broader community. Reports may cover a range of issues, including but not limited to:

- *Harassment or discrimination*
- *Fraud, theft, or financial misconduct*
- *Health and safety violations*
- *Violations of OSMIS policies or applicable laws*

4. Reporting Procedure

- **How to Report:** Individuals can report concerns verbally or in writing to Andrew Keenan, Managing Director. Reports can also be submitted anonymously, if preferred.
- **Whistleblowing Hotline/Email:** To ensure confidentiality, OSMIS provides a dedicated hotline or email akeenan@osmis.org.uk where individuals can report concerns directly and securely.
- **What to Include in the Report:** When making a report, individuals are encouraged to include as much detail as possible, including names, dates, places, and any supporting documentation.

5. Confidentiality and Anonymity

OSMIS is committed to protecting the identity of whistleblowers and keeping all reports confidential, to the fullest extent possible. Information will only be shared on a need-to-know basis with those responsible for investigating and resolving the matter.

6. Protection Against Retaliation

Retaliation against anyone who makes a report in good faith is strictly prohibited. OSMIS will take corrective action, up to and including termination, against any individual who retaliates against a whistleblower.

7. Investigation and Resolution

Upon receiving a report, the designated team will:

- Conduct a preliminary review to assess the validity of the report.
- If warranted, initiate a formal investigation, which may involve internal or external experts.
- Keep the whistleblower informed about the progress and outcome of the investigation, to the extent possible.

8. False Reporting

Deliberately making false or malicious allegations is a serious offense and may result in disciplinary action. This policy is intended to protect individuals who report genuine concerns in good faith.

9. Review of Policy

This policy will be reviewed annually to ensure compliance with legal standards and alignment with best practices.