

# Whistleblowing policy

Governance



BeZero

## Questions about this policy

Please direct any questions regarding this Policy to the VP Ops / COO if you have concerns about this Policy and how it applies to you.

## Introduction

Whistle blowing is a disclosure of information by any team member, which relates to a suspected wrongdoing (e.g., danger, fraud or other illegal or unethical conduct) at work.

Having an open culture is very important to us, which is why if malpractice occurs it should be handled with honest and effective communication. The procedure below provides guidelines to all our team who feel they need to raise issues in confidence.

The Public Interest Disclosure Act 1998 protects workers who raise legitimate claims against:

- Being dismissed by BeZero
- Being subjected to harmful treatment by BeZero or colleagues
- Being victimised by BeZero or colleagues
- Certain kinds of disclosures qualify for protection, and these are set out below:
- A criminal offence has been committed including offences such as theft, fraud or acts of bribery
- A person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to
- A miscarriage of justice
- A danger to health and safety of any individual
- Damage to the environment
- Deliberate covering up of information tending to show any of the above five matters

The procedure is not a substitute for the Disciplinary and Grievance Policy and is not a channel for team members to raise matters in relation to their terms and conditions of employment.

## Your protection

If you raise a genuine concern, your role will not be at risk. As long as you are acting in the public interest, it does not matter whether or not your concern proves to be well founded. BeZero does not extend this assurance to someone who acts maliciously and raises a matter they know to be untrue.

## Your confidence

We will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. If you wish to keep your identity anonymous, we will take this into consideration, but there may be some situations where it is not possible to do this (for instance because your evidence is needed in court or a disciplinary hearing). This policy does not cover the situation where information about malpractice is received anonymously; however, discretion will be used in the investigation of such information.

# How to raise your concern

## Stage 1:

If you have a concern about malpractice, we hope you will feel able to raise it first with your Team lead or another member of the Senior Leadership Team. This should be followed up in writing.

If you would rather raise it anonymously, please utilise our YourVoice reporting tool. More information [here](#).

## Stage 2:

Once you have reported your concern, BeZero will assess what action should be taken. If your concern falls more appropriately within other policies, we will tell you. A member of the Senior Leadership Team will be asked to carry out an investigation.

It will be treated seriously and promptly investigated, and as part of the process we may interview other team members.

Once we have finalised the investigation any necessary action will be taken.

If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would breach a duty of confidentiality owed by us to someone else.

## If you are not satisfied

If you feel that our response is not adequate, then you may escalate this to a proper authority. As a first port of call, we will always try to resolve this internally. While we cannot guarantee that we will respond to all matters in the way that you might wish, the matter will be handled fairly and properly.

# Updates and reviews

Version number	Date	Description
1.00	09/04/24	Initial release

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