

# **WELSH MASTERS ATHLETICS LIMITED**

## **Whistleblowing policy**

Date: 16 December 2020

### **Purpose**

This policy is to provide a framework in which to make protected disclosures, and the people to whom they should be made.

### **Scope**

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. The policy covers all the officers, volunteers, agency workers and others working for Welsh Masters Athletics Limited. This may include criminal activity, compliance with statutory requirements, health and safety, abuse or harassment, negligence, etc. The company Whistleblowing Officer is the Company Secretary, Daphne Marler.

### **Responsibility**

The Board has overall responsibility for this policy. The Whistleblowing Officer has day to day operational responsibility for the policy and must ensure there is appropriate guidance in place and it is suitably reviewed every two years.

### **Procedure**

Anyone who has a concern must in the first instance raise it with the Whistleblowing Officer – unless the concern involves the Officer, in which case it must be raised with the Chairman. The concern must first be documented, identifying the whistleblower, other parties directly involved, the time and location and full particulars of the matter.

The Whistleblowing Officer must first establish whether the concern comes within the scope of this policy and, if it does not advise the whistleblower why in writing. If it does come within the policy, the Whistleblowing Officer will investigate the matter and, in consultation with members of the board, take appropriate action. The Whistleblowing Officer will keep the Board updated on progress, and the final conclusion. This will all be reduced to writing and form part of the Board papers.

Although WMAL is a voluntary organisation with no paid staff, all parties will endeavour to deal with the matter in hand promptly and professionally.