

Whistleblowing Policy

(for volunteers and others connected with the charity who are not employees)

Background
Scottish Love in Action encourages a free and open culture in dealings between all its employees, volunteers, and all people with whom it engages in business and legal relations. In particular, Scottish Love in Action recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the charity's success ensured. This policy is designed to provide guidance to all those who work with or volunteer with or within the charity, who may from time to time feel that they need to raise certain issues relating to the charity with someone in confidence. The relevant information for employees is on pages 53–54 of the Employee Handbook (September 2025 full handbook update). This standalone version of the policy is for volunteers and others connected with the charity who are not employees. As far as possible, individuals who raise genuine concerns under this policy will not be subjected to any form of detriment or disadvantage as a result of having raised their concerns.

Procedure

This policy will apply in cases where individuals genuinely believe that one of the following sets of circumstances is occurring, has occurred or may occur within the charity that:

- a. criminal offence has been committed, is being committed or is likely to be committed;
- b. a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- c. a miscarriage of justice has occurred, is occurring or is likely to occur;
- d. the health and safety of any individual has been, is being or is likely to be endangered;
- e. the environment has been, is being or is likely to be damaged;
- f. information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

There is no need for an individual to prove that the breach or failure that they are alleging has occurred or is likely to occur; a reasonable suspicion will suffice, i.e. where the individual reasonably believes that the information disclosed is substantially true. Individuals should,

however, note that they are not entitled to make a disclosure if in so doing they commit a criminal offence.

If individuals wish to raise or discuss any issues which might fall into one of the categories listed, they should contact the Chief Executive, or, in his absence a board member. This person will, insofar as is possible, treat the matter in confidence. It is likely that an investigation will be necessary and the individual who has made the disclosure may be required to attend an investigatory hearing and/or a disciplinary hearing (as a witness). Appropriate steps will be taken to ensure that, as far as possible, the individual's working relationships are not prejudiced by the fact of the disclosure.

If individuals reasonably believe that the relevant failure (i.e. one of the set of circumstances listed) relates wholly or mainly to the conduct of a person other than their employer or any other a matter for which a person other than the charity has legal responsibility, then they should make that disclosure to that other person.

Also, individuals may make such a disclosure to Protect (formerly Public Concern at Work), the leading authority on public interest whistleblowing, if they consider that it has an interest in the matter and, despite the best efforts of the charity, individuals believe that disclosure within the charity is inappropriate or has been unsuccessful. Protect can be contacted using their Charity Sector Advice Line Form (<https://protect.tfaforms.net/f/advice-line-form-for-charity-sector>) or by emailing info@protect-advice.org.uk

While the charity hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.

Distribution	This policy will be made available to trustees, volunteers and associates
Original Policy Date	This originated as the Whistleblowing Policy, applicable to employees and volunteers
Date of Approval	This policy was approved by the Board of trustees in March 2026
Date of next scheduled review	This policy is due to be reviewed by the Board of trustees in March 2029