

Policies.

Made at Welcome Break.

Whistleblowing.

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Welcome Break

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Whistleblowing

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Whistleblowing policy

Introduction

This policy can be used when anyone knows, or suspects, there is some wrongdoing occurring within the organisation and alerts Welcome Break or the relevant authority.

The Public Interest Disclosure Act 1998 gives protection to anyone making a qualifying disclosure when they reasonably believe it is in the public interest for them to do so.

What is the difference between a grievance and a whistleblowing incident?

A grievance is a matter of personal interest and does not impact the wider public, whilst a whistleblowing procedure provides the framework for dealing with serious concerns, including:

- A criminal offence that has been or is being committed
- Suspected fraud
- A breach, or potential breach of health and safety legislation
- Financial irregularities
- Serious harassment of a colleague, customer or other individual
- Damage to the environment
- An act of bribery
- Deliberate concealment of any of the above

If we believe that a matter that has been raised under the Whistleblowing policy is in fact a grievance, we will clarify what course of action needs to be taken and will give you an opportunity to deal with your grievance informally or through the formal process.

How do I report wrongdoing?

If you know or suspect that some wrongdoing is occurring within Welcome Break, you should raise the matter immediately with the Site Leader/Department Head or Regional Hotel Manager. Alternative, you can contact your People Business Partner or email Email.Relations@WelcomeBreak.co.uk

What will happen after I raise an issue?

The Manager that you have contacted will take immediate action to investigate the situation, they will take every possible step to maintain the anonymous of the individual who has made the allegation.

You will be kept informed of any investigation that is taking place and will also be informed of the outcome of the investigation. It might not always be appropriate to tell you the detail of any action that is taken, but you will be informed if action is taken.

Can I alert an outside body to a potential wrongdoing?

You should try talk to a manager in the organisation first. If you are dissatisfied with the response, you should report in detail to Employee Relations at Employee.Relations@WelcomeBreak.co.uk

If you are still unhappy with the response, you are entitled to contact a relevant external body to express the concerns. In doing this you must:

- Have a reasonable belief that the allegation is based on the correct facts
- Have raised the detail internally and nothing has been done
- Make the disclosure to a relevant body
- Have a reasonable belief it is in the public interest to make the disclosure

A “relevant body” will to be a regulatory body (e.g. the Health and Safety Executive, or the Financial Services Authority). Withing the Public Disclosure Interest Disclosure Act 1988, the media is not a relevant external body. Individuals should not contact the media with allegations about Welcome Break, without following the above procedures.



Am I protected if I whistleblow an incident?

Anyone who takes action under the Public Interest Disclosure Act 1998 will be protected from suffering from any detriment in relation to the allegations that are made, including victimisation by Welcome Break, or by anyone employed by Welcome Break.

If you do not follow the procedure set out, which encompasses the requirements of the Public Disclosure Act 1998, the protection against detriment will not apply. Disclosing information in an appropriate way (e.g. contacting the media) could result in a disciplinary action being taken against the individual, which could include dismissal.

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