poppy scotland

Behind them. Always.

The Scottish Poppy Appeal Volunteer Organiser's Guide to

WHISTLEBLOWING

This Help Sheet provides volunteers with a general outline around raising a concern about Poppyscotland, should you have one. We believe you should feel empowered to question what we do and how we do it. The below information is for guidance purposes only and should not be regarded as a complete or authoritative statement of the law. Our full whistleblowing policy is available from www.poppyscotland.org.uk/volunteer-guide.

Reporting

Under the Public Interest Disclosure Act 1998 ("PIDA"), you have the statutory right to disclose concerns relating to the charity without fear of victimisation or detriment. The concerns covered by PIDA relate to one or more of the following events. You must reasonably believe that the event has happened, is happening, or is likely to happen soon:

- criminal offence;
- a failure to comply with any legal obligation;
- a fundamental breach of internal controls;
- intentional misrepresentation directly or indirectly affecting financial statements;
- serious non-professional or non-ethical behaviour including harassment and bullying;
- a miscarriage of justice;
- danger to the health and safety of any individual;
- danger to the environment and
- deliberate concealment of any of the above.

If you genuinely and in good faith believe that one of the above events has happened, is happening or is likely to happen soon, you should raise the issue with your Poppy Appeal Organiser or the Volunteer Development Officer. If this is inappropriate, you may raise your concerns directly with the Chief Executive.

The Chief Executive will acknowledge the allegation and agree an appropriate investigation plan within 10 working days.

Save in exceptional circumstances, you should not disclose your concerns outside the charity unless you have first provided the charity with the opportunity to address the problem. No discussion of the issue should take place with any representative of the media.

If you feel that you are unable to raise your concerns within the charity, you may consider raising them with the Board Chairman or the Director General of The Royal British Legion. However, the charity hopes that most concerns raised on an internal basis will be duly resolved. Although you may raise your concerns anonymously, it may not be possible to investigate or take further action if you do so.

Investigation

All whistleblowing allegations will be treated seriously. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You are entitled to be accompanied to any meeting which you attend in connection with the investigation.

Poppyscotland will endeavour to maintain confidentiality where possible, but this cannot be guaranteed. Depending on the nature of the complaint, the police or a regulator for example, may need to be involved.

Outcome

The completed investigation will be reviewed by the Chief Executive, or Board Chairman and you will be advised in writing as soon as possible of the results of the investigation and any corrective actions which are being taken. Poppyscotland is committed to taking appropriate action with respect to all qualifying disclosures which are upheld.

Appeal

If, on conclusion of the above stages, you reasonably believe that appropriate action has not been taken, or If you believe that you are being penalised in any way for whistleblowing you should write to the Board Chairman or Director General of the Royal British Legion setting out the facts.

If you still believe appropriate action has not been taken you may then report the matter externally to the proper authority in good faith in accordance with the provisions of the Act. The legislation sets out several persons or bodies to which qualifying disclosures may be made. These include:

- Office of The Scottish Charity Regulator;
- Audit Scotland;
- Scottish Information Commissioner;
- Scottish Commission for The Regulation of Care;
- the Health and Safety Executive;
- the Scottish Environment Protection Agency.

If you make a disclosure in accordance with this policy, in good faith, and with a genuine belief that any of the events outlined above has happened, is happening or is likely to happen soon, Poppyscotland will ensure that you do not suffer victimisation or any detriment as a result of raising your concerns.

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