

# Whistleblowing policy

<p><b>This is the statement of general policy and arrangements for:</b> <u>THE RIGHT TO WORK</u></p>	
<p><b>Debbie Lyall (Managing Director)</b> <b>Louise Macmillan (Operations Director)</b></p>	
<p><b>has overall and final responsibility for this policy</b></p>	
<p>STATEMENT OF GENERAL POLICY</p> <p>All employees are encouraged to raise genuine concerns about possible improprieties or malpractices at the earliest opportunity and in an appropriate way. The Right to Work CIC will provide a transparent and confidential process for dealing with concerns. This policy is for employees that believe they are acting in the public interest, it does not apply to personal grievances.</p>	
<p>WHAT IS WHISTLEBOWING?</p> <p>The Employee Rights ACT of 1996 states that not every concern reported by an employee will be classed as Whistleblowing. The wrongdoing disclosed must satisfy each of the following criteria:</p> <ul style="list-style-type: none"> <li>• The complaint must be a “qualifying disclosure”.</li> <li>• The complaint must be made in the “public interest”.</li> <li>• The complaint must be made to an appropriate or prescribed person or body, such that is classed as a “protected disclosure”.</li> </ul>	
<p>EXAMPLES OF QUALIFYING DISCLOSURES</p> <ul style="list-style-type: none"> <li>• That a criminal offence has been committed, is being committed or is likely to be committed.</li> <li>• That a person has failed, is failing or is likely to fail to any legal obligation to which they are subject.</li> <li>• That the health and safety of any person has been, is being or is likely to be endangered.</li> </ul>	
<p>OUR PRINCIPLES:</p> <ul style="list-style-type: none"> <li>• All concerns raised will be treated fairly and properly.</li> <li>• We will not tolerate the harassment or victimisation of anyone raising a concern.</li> <li>• Any individual making a disclosure will retain their anonymity unless they agree otherwise.</li> <li>• We will ensure that any individual raising a concern is aware of who is handling the matter.</li> <li>• We will ensure no one will be at risk of suffering some form of retribution as a result of raising a concern even if they are</li> </ul>	
<p>Debbie Lyall Louise Macmillan</p>	

mistaken. We do not however extend this assurance to someone who maliciously raises a matter they know to be untrue.	
<p><b>PROCEDURE</b></p> <p>If any employee believes reasonably and in good faith that malpractice exists in the workplace, then he or she should report this immediately to:</p> <ul style="list-style-type: none"> <li>Debbie Lyall or Louise Macmillan <a href="mailto:management@therighttowork.co.uk">management@therighttowork.co.uk</a> 07931564399</li> </ul> <p>Debbie or Louise will acknowledge receipt of the concern withing five working days..</p> <p>If the employee has reason to believe that the Management team have not responded in a timely, effective way they can contact the Local Authority Commissioning Team.</p> <p>All employees have the right to support from UNISON the Trade Union for Social Care Workers if they choose to join.</p> <p>Whistleblowers are protected under the Public Interest Disclosure Act (PIDA) 1998.</p>	Debbie Lyall Louise Macmillan

Signed: * (Employer)		Date:	4 <sup>th</sup> Feb 2026
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