

It is preferable for allegations to be made to an employee's immediate manager to whom they report. However, this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if the whistleblower believes that management is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation directly:

- to any one of the directors or
- the Board of Directors.

If either of the above receive an allegation they will consider the allegation and may discuss with either the CEO or other Directors. The line manager (or either/or both) of the above, after consideration, will discuss with the whistleblower and if they wish to proceed, the allegation will be investigated.

Allegation

The name of the person making the allegation and a contact point.

The background and history of the allegation (giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation); The specific reason for the allegation. Although someone making an allegation will not be expected to prove the truth of any allegations, they will need to provide information to the person they have reported to, to establish that there are reasonable grounds for the allegation.

Someone making an allegation may be accompanied by another person of their choosing during any meetings or interviews in connection with the allegation. However, if the matter is subsequently dealt with through another procedure the right to be accompanied will at that stage be in accordance with the relevant procedure.

Action on receipt of an Allegation

The allocated director will record details of the allegation gathering as much information as possible, (within 5 working days of receipt of the allegation) including:

- The record of the allegation
- The acknowledgement of the allegation
- Any documents supplied by the whistleblower

The investigator will ask the whistleblower for his/her preferred means of communication and contact details and use these for all communications with the whistleblower in order to preserve confidentiality.