

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.

If the allegation relates to fraud, potential fraud or other financial irregularity the Accountant will be informed within 5 working days of receipt of the allegation. The Accountant will determine whether the allegation should be investigated and the method of investigation.

If the allegation discloses evidence of a criminal offence it will immediately be reported to the Board of Directors and a decision will be made as to whether to inform the Police. If the allegation concerns suspected harm to children the appropriate authorities will be informed immediately.

If the issue is around suspected harm to vulnerable adults, the Vulnerable Adults policy should be referred to.
Timetable

- An acknowledgement of the allegation in writing within 10 working days with
 - An indication of how the the line manager/director/Board of Directors propose to deal with the matter
 - An estimate of how long it will take to provide a final response
 - An indication of whether any initial enquiries have been made
 - Information on whistleblower support mechanisms
 - Indication whether further investigations will take place and if not, why not
 - Where the allegation has been made internally and anonymously, obviously JEM will be unable to communicate what action has been taken.

Support

JEM will take steps to minimise any difficulties which may be experienced as a result of making an allegation. For instance, if a whistleblower is required to give evidence in criminal or disciplinary proceedings JEM will arrange for them to receive advice about the procedure and advise on the support mechanisms that are available.

JEM accepts that whistleblowers need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform those making allegations of the outcome of any investigation.

Responsibility for the Procedure

The Board of Directors have overall responsibility for the operation of this Procedure and for determining the administrative processes to be followed and the format of the records to be kept