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Whistleblowing policy for NIS Group

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1. Policy statement

At NIS Group, we are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. Staff are encouraged to report any suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and their confidentiality will be respected.

This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

2. Who is covered by this policy?

This policy applies to all employees, directors and other officers, workers and agency workers, volunteers and interns.

We also require in any contracts with self-employed consultants or contractors that they comply with this policy. We will ensure they are given access to a copy.

All individuals covered in this section are referred to as ‘staff’ in this policy.

3. Who is responsible for this policy?

While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it and to go back to your manager with any questions you may have.

References to Directors in this policy mean the most senior people within our organisation. The Directors have overall responsibility for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

4. What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities at work.

This may include fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment, bribery, facilitation of tax evasion, and any breach of legal or professional obligations.

This policy should not be used for complaints relating to your own personal circumstances that are unlikely to be in the public interest, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure or Anti-harassment and Bullying Policy as appropriate.

5. How to raise a whistleblowing concern

We hope that in most cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact a Director.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

6. Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

7. External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body, such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. The charity Protect operates a confidential helpline. Their contact details can be found at the end of this policy.

8. Protection and support for whistleblowers

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform your manager immediately. If the matter is not resolved, you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

Protect operates a confidential helpline. Their contact details are set out at the end of this policy.

9. Contacts

Protect (independent whistleblowing charity)

Helpline: 020 3117 2520

Contact form available at https://protect-advice.org.uk/contact-protect-adviceline/

Website: www.protect-advice.org.uk