



56-60 Nelson Street  
London  
E1 2DE  
T: +44 2070 183700  
M: info@i-access.uk  
W: www.i-access.uk

## **Whistleblowing Policy**

### **Introduction**

Kilberry Computing Ltd. trading as iAccess is committed to high standards of openness, probity, accountability and to operating in an ethical way. We expect everyone working at iAccess to conduct themselves and carry out their role in an ethical way, in compliance with other relevant policies and procedures, Staff Handbook, relevant professional codes of conduct and best practice.

It is recognised that there may be occasions where individuals do not work in a manner that is conducive to an ethical working environment. An important aspect of accountability and transparency is a mechanism to enable staff and other members of our team to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve their employer and not disclose confidential information about the company affairs. Nevertheless, where an individual discovers information that they believe shows serious malpractice or wrongdoing within the organisation, then this information should be disclosed internally without fear of reprisals.

The principles of openness and accountability which underpin legislation protecting whistleblowers are reflected in this policy and procedure.

### **Objectives**

- To ensure that iAccess develops and maintains a working environment in which everyone feels able and encouraged to speak up about any concerns they may have in relation to any of the circumstances detailed in Specific Concerns section .
- To ensure that the activities of iAccess, its officers and employees, whilst confidential in terms of commercial operations, are not subject to cover-up where any of the circumstances.

### **What is Whistleblowing?**

Whistleblowing in the context of the Public Interest Disclosure Act 1998 and subsequent amendments provides legal protection for individuals who disclose information to expose acts, such as criminal acts.

### **Whistleblowing Definition**

Is the act of disclosing information about a wrongdoing in the workplace. This could mean highlighting possible unlawful activities in the organisation, failures to comply with legal



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obligations, miscarriages of justice or reporting on risks to the health and safety of individuals or to the environment.

Such activities could be a violation of a law, rule or regulation, or a threat to public interest, such as fraud, health and safety violations or financial regulations, corruption or the cover up of any of these. By 'blowing the whistle', you may highlight illegal activity in the workplace, and may protect others in the future.

It does not matter whether or not the information is confidential and the whistleblowing can extend to malpractice occurring in the UK and any other country or territory.

This policy is not designed to question financial or business decisions taken by the College, nor should it be used to reconsider any matters that have already been addressed under another relevant policy such as complaint under the College policy, , grievance , capability or disciplinary.

### **Specific Concerns**

The whistleblower is legally protected if a disclosure is about one of the specific concerns below. The following are specific concerns which may be raised under this policy and procedure, however we recognise this list is not exhaustive and there may be other circumstances where whistleblowing may be appropriate:

- Financial malpractice or impropriety or fraud
- Failure to comply with legal obligation or statutes
- Any potential criminal activity
- That a miscarriage of justice has occurred, is occurring, or is likely to occur;
- That the health and safety of an individual has been, is being, or is likely to be endangered;
- Improper conduct or unethical behaviour
- That the environment has been, is being or is likely to be damaged;
- Attempts to deliberately conceal any of the above concerns

Policy is designed to offer protection to those individuals who disclose such concerns provided that the disclosure is:

- Made in good faith, and the information they are disclosing is true.
- That the individual has reasonable evidence that the specific concern they are disclosing has happened, is happening or is likely to happen in the near future.
- In the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person.
- There is no evidence of potential malicious or vexatious allegations.

### **Independent Advice and Further Reading**



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- Individuals who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Protect on 020 3117 2520 or email [whistle@protectadvice.org.uk](mailto:whistle@protectadvice.org.uk). Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.
- Free information and advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS) – Telephone: 0300 1231 100.
- Additional information is available at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing) and within 'Keeping Children Safe in Education' (DfE, September 2021).
- The NSPCC's whistleblowing helpline is available for employees wishing to raise concerns relating to safeguarding practice – Telephone 0808 800 5000; Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk); Postal NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH.

## **Review**

By Kilberry Computing Ltd. trading as iAccess Management Team biannually  
Whistleblowing policy 0.2