



## WHISTLEBLOWING POLICY & PROCEDURE

AGREED: JULY 2023  
REVIEW DUE: JULY 2024

This policy and the associated procedure are designed to clarify and provide guidance on raising matters of concern with Food Friends for the Food Friends team. The policy will hold the standards, laws and guidelines whilst the procedure will describe the tasks and actions required.

The Food Friends team includes all Food Friends employees, trustees and volunteers.

### General Principles

It is Food Friends approach that:

- Food Friends conducts its business with the highest standards of integrity and honesty and expects all employees, trustees and volunteers to maintain the same standards in everything they do.
- The team are encouraged to report any wrongdoing by Food Friends or any other employees/trustees/volunteers that falls short of these business principles
- Food Friends is keen to hear of any concerns that the team may have about wrongdoing at work and encourage all to use the procedure prescribed below wherever possible.
- Food Friends recognises that the team may not always feel comfortable about discussing their concerns internally especially if they believe that Food Friends is responsible for the wrongdoing.

### Whistleblowing procedure

Food Friends will follow the procedure below as far as is reasonably practicable if a member of the team has a reasonable belief about any concerns relating to wrongdoing at work which are in the public interest, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these. Whistleblowing (also known as public interest disclosure) has two levels to the procedure:

#### Manager Level

If appropriate, the member of the team should discuss the matter with the CEO Anna Mantell in the first instance.

An approach by a member of the team to CEO Anna Mantell will be treated as confidential and will not result in any report to anyone within the business unless there is a health and safety risk to other members of the team, or a criminal offence is involved.

If the matter requires further investigation, this will be carried out and the team member will be informed of the outcome and what, if any, action has been taken.

## **Trustee Level**

If the team member remains unhappy about the speed or conduct of the investigation or the way in which the matter has been resolved, they should refer the matter to the chair of trustees. When the chair of trustees has investigated the complaint, they will inform the team member of the result of the investigation and what, if any, action has been taken.

## **Protection from Detriment**

Food Friends confirms that no member of the team who makes a bona fide report under this procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. If a member of the team believes they are being subjected to a detriment by any person within the business as a result of their decision to invoke the procedure that person must inform the CEO immediately and appropriate action will be taken to protect them from any reprisals.

If it should become clear that the procedure has not been invoked by a reasonable belief that the disclosure is in the public interest, for example personal matters such as an employee claiming their contract of employment had been breached as they had not been provided with the correct personal protective equipment required to perform their role or they had received an incorrect amount of holiday pay, this will be dealt with in accordance with the terms of Food Friends Grievance Procedure.

## **Dealings with External Bodies**

Food Friends recognises there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where the member of the team reasonably believes that the appropriate action has not been taken, they should report the matter to the relevant authority. There are several bodies to which qualifying disclosures may be made, including HM Revenue & Customs, the Health and Safety Executive and the Environment Agency.

If you have any questions about this or anything is unclear, please do not hesitate to ask. This policy and procedure will be reviewed annually and updated as necessary.