



## TREE AID

# WHISTLEBLOWING POLICY

<b>Author</b>	Director of Finance & Resources
<b>Approved by</b>	Board of Trustees
<b>Purpose</b>	Policies and related procedures to describe TREE AID's approach to avoiding conflicts of interest.
<b>Audience</b>	<ul style="list-style-type: none"><li>• Board of Trustees</li><li>• Staff</li><li>• Volunteers</li></ul>
<b>Approval date</b>	December 2020
<b>Next review date</b>	December 2022

## **Purpose**

This policy sets out TREE AID's approach to:

- set out TREE AID's responsibilities to those working for us in circumstances of Whistleblowing; and
- provide information and guidance to those working for us on how to report concerns.

## **Background**

Trustees have a legal obligation to act in the best interest of the TREE AID, and TREE AID is committed to conducting business in accordance with the ethical and legal standards required by UK law. The integrity of our staff and those with whom we partner and work is critical to our success. Our supporters, beneficiaries and stakeholders have the right to expect that TREE AID will observe a high standard of openness and transparency and exercise rigorous stewardship of the funds that we are given to fulfil our charitable mission. This Whistleblowing Policy is drafted with these obligations in mind.

The Employment Rights Act 1996 provides protection for workers who 'blow the whistle' where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur.

## **Recommendation**

It is recommended that the Board review this plan and if content re-adopt it. It is recommended that this policy is reviewed every two years thereafter.

## 1. Introduction

### A INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

The aim of the whistleblowing policy is to provide a channel for people to raise concerns that they may have about the organisation which they do not feel comfortable raising through the existing process.

### B QUALIFYING DISCLOSURES

1. Certain disclosures are prescribed by law as “qualifying disclosures”.<sup>1</sup> A “qualifying disclosure” means a disclosure of information that the Employee genuinely and reasonably believes is in the public interest and shows that the Organisation has committed a “relevant failure” by:
  - a) committing a criminal offence;
  - b) failing to comply with a legal obligation;
  - c) a miscarriage of justice;
  - d) endangering the health and safety of an individual;
  - e) environmental damage; or
  - f) concealing any information relating to the above.
2. These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Organisation will take any concerns that you may raise relating to the above matters very seriously.
3. The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns whilst protecting anonymity.

### C) THE PROCEDURE

1. In the first instance you should report any concerns you may have to the Finance and Resources Director or the Chief Executive who will treat the matter with complete confidence. [This can be done using the following email account: compliance@treeaid.org](mailto:compliance@treeaid.org). If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

---

<sup>1</sup> Public Interest Disclosure Act 1998 (PIDA)

2. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body. [For fundraising concerns you or the individual concerned should report the matter to the Fundraising Regulator and for other concerns, the Charity Commission where appropriate.](#)

**D) TREATMENT BY OTHERS**

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

## Appendix 1: Contact Details

Location	Name and title	Email address	Telephone
UK	Tom Skirrow, CEO	Tom.skirrow@treeaid.org	-
UK	Ben Sheahan, Director of Finance & Resources	Ben.sheahan@treeaid.org	-
UK	Inès El Ghadab Compliance & Risk Manager	compliance@treeaid.org	+44(0)7503 120537