British American Football Association



*Whistleblowing Policy*

Reviewed August 2017

1. **INTRODUCTION**

If a member feels that matters of concern are not being dealt with correctly members have a right and responsibility to disclose these matters with any fear of detriment or discrimination.

**2. QUALIFYING DISCLOSURES**

1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee/member 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. The British American Football Association will take any concerns that you may raise relating to the above matters very seriously.

3) The British American Football Association encourage members to use the procedure if they are concerned about any wrong doing. However, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable to disciplinary sanction as may be appropriate in the circumstances.

**THE PROCEDURE**

If you have a concern about board member’s or members conduct on matters concerning suspected fraud, corruption or bribery whilst carrying out The British American Football Association business, or, if you wish to report any an incident of illegal or wrongful conduct by The British American Football Association members of staff, panel or board member’s then you can notify:

1. If it involves a Board or Member then write to the Chair at the British American Football Association administrative office marking the envelope private & confidential
2. If the matter involves the Chair then write to another board member marking the envelope private & confidential.

All notifications and subsequent internal investigations will be conducted professionally, ethically and with discretion. The British American Football Association will endeavour to protect confidentiality whilst any internal investigation is being completed.

Please do not use this process if you have a complaint all information regarding complaints is set out above.

**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