



**WATFORD FOOTBALL CLUB**

**WHISTLEBLOWING POLICY**

## WHISTLEBLOWING POLICY

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and may be amended at any time.

### What is Whistleblowing?

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

You may often be the first to know when a colleague is doing something illegal or improper. However, you may feel nervous about voicing your concerns. We take all forms of malpractice very seriously, whether it is committed by an Employee, a Supplier or a Contractor. We would encourage you to report any concerns you have about malpractice.

It is not feasible to list everything, but malpractice may include:

- Breaches of security, theft and fraud
- Failure to comply with legal obligations, e.g. Health and Safety
- Failure to follow Club confidentiality rules
- Harassment and bullying
- Behaviour which might damage the Club's reputation.

### How to Raise a Concern?

Should you wish to report any actions of this kind, we would suggest you contact your line manager. However, where you prefer not to raise it with your line manager for any reason, you should contact the Whistleblowing Officer (contact details below). We will then arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meeting under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

### Confidentiality

We hope that you will feel able to voice concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you reveal your identity to us, we

will do everything possible to keep it secret if you so desire and only reveal it where necessary to those involved in investigating your concern. In certain circumstances, for example if your report becomes the subject of a criminal investigation, you may be needed as a witness. Should this be the case, we will discuss the matter with you at the earliest opportunity.

### **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. Protect (formerly Public Concern at Work) operates a confidential helpline. Their contact details are at the end of this policy.

### **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 the Whistleblowing Officer immediately. If the matter is not remedied 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. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

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



Whistleblowing Officer	Gayle Clarke  07780 481 448  <a href="mailto:gayle.clarke@watfordfc.com">gayle.clarke@watfordfc.com</a>
Protect (formerly Public Concern at Work)  (Independent whistleblowing charity)	Helpline: 020 3117 2520  E-mail: <a href="mailto:whistle@protect-advice.org.uk">whistle@protect-advice.org.uk</a>  Website: <a href="http://www.pcaw.org.uk">www.pcaw.org.uk</a>