



## Whistle Blowing Policy

### CORA (Community of Reading & Artistry) Book Club

#### Introduction

The Community of Reading & Artistry (CORA) Book Club is committed to maintaining the highest standards of honesty, openness, and accountability. This policy provides a framework for staff and volunteers to raise concerns about malpractice, wrongdoing, or unethical behaviour in a safe and confidential manner.

#### Scope

This policy applies to all staff and volunteers of the CORA Book Club.

#### Legislation

This policy is in accordance with the following legislation:

- **Public Interest Disclosure Act 1998:** Provides protection for individuals who disclose information about malpractice.
- **Equality Act 2010:** Ensures that no one is discriminated against based on protected characteristics.
- **Data Protection Act 2018:** Ensures that personal data is handled appropriately and confidentially.
- **Health and Safety at Work Act 1974:** Ensures a safe working environment for all staff and volunteers.

#### Procedure

1. **Raising a Concern**
  - Staff and volunteers should raise concerns about malpractice, wrongdoing, or unethical behaviour as soon as possible.
  - Concerns can be raised verbally or in writing to the Whistleblowing Officer.
2. **Whistleblowing Officer Contact Information**
  - **Email:** info@cora-bookclub.co.uk
  - **Phone:** 07520640928
3. **Acknowledgment**
  - The Whistleblowing Officer will acknowledge receipt of the concern within five working days.
4. **Investigation**
  - The Whistleblowing Officer will conduct a thorough investigation, which may include:

- Interviewing the whistleblower and any other relevant parties
    - Reviewing any relevant documents or evidence
  - The investigation will be completed within 20 working days of the concern being raised.
- 5. Outcome**
- The Whistleblowing Officer will provide a written response to the whistleblower, outlining the findings of the investigation and any actions to be taken.
  - If the whistleblower is not satisfied with the outcome, they may appeal to the Book Club Committee.
- 6. Appeal**
- The appeal must be submitted in writing within 10 working days of receiving the outcome.
  - The Book Club Committee will review the appeal and provide a final decision within 20 working days.

### **Confidentiality**

All concerns raised under this policy will be handled with the utmost confidentiality. Information will only be shared with those directly involved in the investigation and resolution of the concern.

### **Protection**

Staff and volunteers who raise concerns in good faith under this policy will be protected from retaliation, harassment, or victimisation. Any form of retaliation against a whistleblower will be treated as a serious disciplinary matter.

### **Monitoring and Review**

This policy will be reviewed annually to ensure it remains compliant with current legislation and continues to meet the needs of the CORA Book Club.

### **Contact Information**

For any questions or to raise a concern, please contact:

**Whistleblowing Officer** Email: [info@cora-bookclub.co.uk](mailto:info@cora-bookclub.co.uk) Phone: 07520640928