

# **WHISTLEBLOWING**

## **Policy**

Under the Public Interest Disclosure Act 1998, you have the statutory right to disclose concerns relating to Inverness Harbour Trust (IHT) without fear of victimisation or detriment.

The concerns must relate to one or more of the following events. You must reasonably believe that the event has happened, is happening, or is likely to happen in the near future:

- A criminal offence;
- A failure to comply with any legal obligation;
- A miscarriage of justice;
- Danger to the health and safety of the individual;
- Danger to the environment; and/or
- Deliberate concealment of any one of the above.

If your concern relates to any internal procedure or act which affects your employment directly, then this should be raised through IHT's grievance procedure.

If you genuinely and in good faith believe that one of the above events has happened, is happening or is likely to happen in the near future, you should raise the issue with the Chief Executive or in his absence, or if the concern relates to the Chief Executive, with the Chairman.

You will be informed who will investigate your concerns and advised of the likely timescale of the investigation. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You are entitled to be accompanied to any meeting which you attend in connection with the investigation by a work colleague or trade union representative.

IHT will endeavour to maintain confidentiality where possible but this cannot be guaranteed. Depending on the nature of the complaint, the police or a regulator, for example, may need to be involved. Although you may raise your concerns anonymously, it may be impossible to investigate or take further action if you do so.

If, for any reason, you feel that the person with whom you initially raised your concern has failed to deal with the issue in a satisfactory manner, you should set out your concerns in writing and give them to Chairman

Save in exceptional circumstances, you should not disclose your concerns outside IHT unless you have first provided IHT with the opportunity to address the problem.

If you feel that you are unable to raise your concerns within IHT, you may consider raising them with the appropriate external authority. However, IHT hopes that most concerns raised on an internal basis will be fully resolved.

If you make a disclosure in accordance with this policy, in good faith, and with a genuine belief that any of the events outlined above has happened, is happening or is likely to happen in the

near future, IHT will ensure that you do not suffer victimisation or any detriment as a result of raising your concerns.

If you make a disclosure outside the scope of this policy (e.g. in bad faith) or in breach of the policy, you will not be protected and may be subject to a disciplinary action under IHT's disciplinary procedure (up to and including summary dismissal).