

Whistleblowing Procedures (10 Sept 2018)

For further general information please see the pages published at <https://www.gov.uk/whistleblowing>

What is a whistleblower

You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, eg the general public.

As a whistleblower you're protected by law - you shouldn't be [treated unfairly or lose your job](#) because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

Who is protected by law

You're protected if [you're a worker](#), eg you're:

- an employee, such as a police officer, NHS employee, office worker, factory worker
- a trainee, such as a student nurse
- an agency worker
- a member of a [Limited Liability Partnership](#) (LLP)

Get independent advice if you're not sure you're protected, eg from [Citizens' Advice](#).

A confidentiality clause or 'gagging clause' in a settlement agreement isn't valid if you're a whistleblower.

Complaints that count as whistleblowing

You're protected by law if you report any of the following:

- a criminal offence, eg fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, eg doesn't have the right insurance
- you believe someone is covering up wrongdoing

Complaints that don't count as whistleblowing

Personal grievances (eg bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.

Report these under your [employer's grievance policy](#).

Contact the [Advisory, Conciliation and Arbitration Service \(Acas\)](#) for help and advice on resolving a workplace dispute.

International Breakdown Limited Whistleblowing Procedures - Who to tell and what to expect

If you see something which you believe should be reported under the Whistleblowing Procedure, you should either:

1. Bring this to the attention of your immediate superior, supervisor or manager, or
2. Bring this to the attention of the managing director, or
3. Report this concern to an appropriate authority e.g. a prescribed person or body (<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>), or
4. Report the concern to your legal advisor

If you wish to remain anonymous or wish to request confidentiality then you must make this known at the time of raising your concern.

What happens next

The person or body to whom you have reported the concern will investigate and decide if any action is needed. You will not have a say in the way in which the investigation is conducted or your concern dealt with.

If you are not satisfied with the way in which you believe your concern has been addressed, wasn't taken seriously, or is still going on you can raise it again with a more senior member of staff or an alternative prescribed person or body.