



## Whistleblowing Policy and Procedure (Public Interest Disclosure)

### 1. Policy Statement

- 1.1 City of Bristol College takes malpractice very seriously and we are committed to operating in an ethical and principled way. We expect all staff to maintain high standards of honesty and integrity. We encourage staff to report any concerns about it—staff do not have to prove anything about the allegation they are making but they must reasonably believe that the disclosure is made in the public interest and that the information they have tends to show the malpractice listed at paragraph 3.1 below. It does not matter how long ago the malpractice occurred.
- 1.2 This policy applies to all our employees, consultants, contractors and to other workers including agency workers, casual workers, volunteers, interns and home workers.
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- 1.4 This policy does not form part of any contract of employment and may be amended at any time.
- 1.5 In addition to the College's Financial Regulations, the Whistleblowing Policy is complementary to the College's Financial Regulations. This policy also fulfils the College's obligations under the Bribery Act 2010. It may be appropriate that disclosures made under the Whistleblowing Policy may be dealt with under the College's Counter Fraud Policy.

### 2. Scope

- 2.1 There is a difference between whistleblowing and raising a grievance:
  - 2.1.1 whistleblowing is where an individual has a concern about a danger or illegality that has a public interest aspect to it, e.g. because it threatens students, third parties or the public generally; but
  - 2.1.2 a grievance is a complaint that generally relates to an individual's own employment position or personal circumstances at work.
- 2.2 This policy does not set out the procedure that applies to general grievances. If you have a complaint about your own personal circumstances,

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your concerns fall within the scope of this policy



- 5.4 A concern can be raised by telephone, in person or in writing. It is preferable if it is made in writing. Although you are not expected to prove the truth of your concern beyond doubt or provide evidence, you will generally need to provide,



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Appendix one – Guidance for staff

**GUIDANCE FOR**

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