

ZWIĄZEK HARCERSTWA POLSKIEGO
ZARZĄD OKRĘGU w WIELKIEJ BRYTANII
POLISH SCOUTING ASSOCIATION (UK Region) Ltd.

Registered in England and Wales No.: 08352009,
Registered Charity England and Wales: 1155288, Scotland: SC045348
Registered Office: 23-31 Beavor Lane, London W6 9AR
Email: admin@zhpwb.org.uk



WHISTLEBLOWING POLICY

1. ABOUT THIS POLICY

- 1.1 Polish Scouting Association (UK Region) Ltd (PSA UK Region) is committed to the highest possible standards of openness, probity and accountability. However, we recognise that despite controls and checks things can, from time to time, go wrong and it is therefore essential for there to be a culture of openness and accountability so that individuals can freely raise any concerns without fear of victimisation, discrimination or other reprisal and, where possible, to prevent such situations occurring again.
- 1.2 In line with PSA UK Region's commitment we expect and encourage employees, volunteers and others, who have concerns about any aspect of the charity's work to come forward and voice those concerns as soon as possible.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers and any other workers regardless of level or length of service. Its aim is to encourage you to report your concerns and to provide you with guidance on how to do so.
- 1.4 This policy does not form part of any employee's contract of employment and PSA UK Region may amend it at any time.

2. WHAT IS WHISTLEBLOWING?

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. It may include, but is not limited to, the following specific matters:
- (a) criminal activity;
 - (b) miscarriages of justice;
 - (c) danger to health and safety;
 - (d) damage to the environment;
 - (e) failure to comply with any legal or professional obligation;
 - (f) possible fraud and corruption;
 - (g) the unauthorised use of public funds;

- (h) sexual or physical abuse of members or other individuals or groups; or
- (i) other unethical conduct.

3. HOW TO RAISE A CONCERN

- 3.1 In the first instance, PSA UK Region hopes that you will be able to raise any concerns informally with your troop, district or regional leader (drużynowa, szczepowa, hufcowa), either verbally or in writing, however where, for any reason, you prefer not to raise it with any of these individuals or if the matter is more serious then you should raise it with the PSA UK Region Guide Commissioner, PSA UK Region Scout Commissioner (Komendantka Choragwi, Komendant Choragwi) or with Karina Kulawik, PSA UK Region's Whistleblowing Officer.
- 3.2 Contact details for these three individuals are set out at the end of this policy.
- 3.3 Once your concern has been received, the Whistleblowing Officer together with either PSA UK Region Guide Commissioner, PSA UK Region Scout Commissioner (Komendantka Choragwi, Komendant Choragwi) will arrange a meeting with you as soon as possible to discuss your concern and where possible they will also aim to give you an indication of how you propose to deal with the matter. You may bring another PSA UK Region member to any meetings held under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.
- 3.4 We commit to dealing with your concern fairly and in an appropriate manner.

4. CONFIDENTIALITY

- 4.1 We hope that you will feel able to voice whistleblowing concerns openly under this policy.
- 4.2 We understand that in some cases it will be necessary to voice concerns anonymously, but we do not encourage this as completely anonymous disclosures are difficult to investigate and it may be impossible to establish whether any allegations are credible.
- 4.3 However, if you want to raise your concern anonymously, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern. If it is necessary to disclose your identity to anyone, we will discuss this with you before doing so.

5. EXTERNAL DISCLOSURES

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing within PSA UK Region. In most cases you should not find it necessary to alert anyone externally.

5.2 However, the law does recognise that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator like the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>).

5.3 We do, however, encourage you to seek advice before reporting a concern to anyone external. The charity, Public Concern at Work, operates a confidential helpline: 020 7404 6609, and we encourage you to discuss your concerns with them before reporting any issue externally.

6. PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 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 as a result of acting under this policy then you should inform the Whistleblowing Officer.

6.3 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.

6.4 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.

7. CONTACTS

| | |
|---|--|
| Komendantka Choragwi | Maryś Bnińska hm 020 8 560 0120 harcerek.choragiew.wb@gmail.com |
| Komendant Choragwi | Jan Minor hm 07913 176336 choragiewharcerzywb@gmail.com |
| Whistleblowing Officer | Karina Kulawik pwd 01179 085398, 07958 112241 karinakulawik@googlemail.com |
| Public Concern at Work (Independent whistleblowing charity) | Helpline: 020 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk |

