

Who can I speak to in confidence?

Internal Contact Points:	<p>Lynn Armstrong HR Manager Tel: 0131 473 2435 Email: lynna@nlb.org.uk</p> <p>Mairi Rae Director of Business Services Tel: 0131 473 3101 or Email: mairir@nlb.org.uk</p> <p>Elaine Wilkinson Chair—Audit & Risk Committee Tel: 07889 253726 Email: eiwilk@btinternet.com</p> <p>James Baldwin GIAA Head of Audit Tel: 07917 503508 Email: James.baldwin@giaa.gov.uk</p>
External Contact Points:	<p>National Audit Office Tel: 020 7798 7999 www.nao.org.uk</p>
Outside Guidance:	<p>Public Concern at Work Whistleblowing Advice Line: 020 7404 6609 Email: whistle@pcaw.org.uk www.pcaw.org.uk</p>

NORTHERN LIGHTHOUSE BOARD

WHISTLEBLOWING



MAKING WHISTLEBLOWING WORK

Issued by

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August 2018

What is Whistleblowing?

Whistleblowing is a policy intended to encourage you to raise serious concerns within the Board rather than overlooking the problem or “blowing the whistle” outside. As an employee you are often in a good position to identify unprofessional conduct or malpractice within NLB. You may not express your concerns perhaps because you are frightened of the repercussions or feel it would be disloyal to friends or colleagues.

Whistleblowing covers a wide range of malpractice, relating to genuine concerns around:

- Offering, taking or soliciting bribes
- Corrupt practices
- Crime
- Financial misconduct
- Breach of legal and regulatory requirements
- Danger to health, safety, environment
- Covering up of any of these

What should you do if you have concerns?

You should raise the matter with any of the contact points listed on the back of this leaflet.

What happens if you report a concern?

The Board recognises that the decision to report a concern can be a difficult one. If you make an allegation in good faith you will be protected. You will be helping us to safeguard standards of public service of which we can all be proud. All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. It is important to be aware however that there may be situations where identification is required by law or other regulatory requirement but the Board will strive to maintain anonymity as far as possible within these requirements.

The action taken by NLB will depend on the nature of the issue but will usually be co-ordinated by the named contact point. Whilst the Board cannot guarantee that it will respond to all matters in the way that you might wish, we will endeavour to handle the matter fairly and properly. The Board hopes you will be satisfied with any action taken. If not, and if you feel it is

right to take the matter further, you may contact:

- National Audit Office
- Public Concern at Work
- Your Trade Union representative
- Your own legal representative

Is it a grievance or is it whistleblowing?

Whistleblowing is not the same as making a complaint or raising a grievance. Generally speaking, whistleblowing is where an employee has a concern about danger or illegality that has a public interest to it such as fraud, bribery or dangerous activities. A grievance or private complaint is, by contrast, a personal complaint about your own employment situation and has no additional public interest dimension. For example you may feel aggrieved if you think a management decision has affected you unfairly or you are not being treated properly.

If you are unsure whether to use this Policy or want independent advice at any stage you may contact the independent charity Public Concern at Work in 020 7404 6609 or at their website www.pcaw.co.uk. They can give you free confidential advice at any stage about how to raise concerns about serious malpractice at work.

If raising a concern upsets colleagues, what can NLB do?

If you have raised a genuine concern in a responsible way it is unlikely to cause any difficulties with colleagues—in fact, this should be part of normal working practice.

Sometimes, however, you may be worried that raising a concern will be considered disloyal or cause upset amongst colleagues. If you believe you are being victimised for having raised a concern, please tell your manager or the person you have raised it with so that they can take appropriate steps to address it.

What else should I know?

NLB will not tolerate the victimisation or unfair treatment of anyone who raises a genuine concern. This assurance is extended even if the concern is unfounded. However, NLB will treat seriously any case where a member of staff has maliciously raised a concern for personal gain.