
Glasgow Girls & Women FC

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Glasgow Girls FC

Whistle Blowing Policy

Glasgow Girls FC (GGFC) is committed to the highest standards of honesty, openness, and accountability. Board members and employees have an important role to play in achieving this goal. It is important to the organisation that any fraud, misconduct or wrongdoing by workers or officers of the organisation is reported and properly dealt with.

Our whistle blowing policy applies to all employees and other individuals who are performing functions in relation to PKC Sporting Solutions. This would include and volunteers, consultants, contractors, sub-contractors.

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specific matters. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence has been committed.
- a miscarriage of justice has occurred.
- an act has occurred creating risk to health and safety.
- an act has occurred causing damage to the environment.
- there has been a breach of any a legal obligation(s)
- there has been fraudulent reporting or misreporting of performance data, or concealment of any of the above

It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be committed, a reasonable belief is sufficient. The employee (or other worker) has no responsibility for investigating the matter. It is the organisation's responsibility to ensure that an investigation takes place.

The benefits and aims of this policy are therefore to:

- Encourage employees to raise concerns about malpractice within the organisation without fear of reprisal.
- Reassurance that all concerns will be taken seriously.
- To provide information about how to raise your concerns and explain how the organisation will respond.
- To deter wrongdoing.
- Identify and resolve problems early.

- Demonstrate a culture of openness and honesty to staff, customers, and stakeholders in order to maintain and enhance the reputation of GGFC.

This policy is designed to deal with concerns raised in relation to issues which fall out-with the scope of our charity's other policies and procedures (e.g. grievance, harassment etc.). All concerns must be raised in good faith. Anyone who abuses the procedure (for example by maliciously raising a concern they know to be untrue) will be subject to disciplinary action. Please note that if external parties (or anyone else out-with the organisation) wish to raise an issue with regards to their contact with GGFC they should be encouraged to use our complaints procedure.

An employee who raises a genuine concern will not be at risk of damaging their position as a result. GGFC will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action.

You are encouraged to give your name when raising concerns. Although concerns raised anonymously will be treated with the same seriousness this may, from a practical perspective, make them more difficult to investigate. In considering concerns raised, the organisation will take the following into account:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from other sources.

You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your consent. If a

situation arises where it is not possible to deal with the concern without revealing your identity, there will be a discussion as to whether and how we can proceed. Employees may seek advice and support from their line manager. If the employee is a member of a trade union, they may wish to seek advice and support from their TU representative before raising concerns. The ACAS national helpline is also available for legal advice.

In the first instance, and unless the employee reasonably believes his/her immediate line manager to be involved in the wrongdoing, any concerns should be raised with their immediate line manager. If he/she believes the line manager to be involved, then the worker should proceed to report it to another senior manager.

Concerns may be raised orally or in writing and employees are encouraged to do so at an early stage. The company will then arrange for a full investigation to be carried out and will ensure that this commences as quickly as possible. Investigations will be conducted in line with the principles set out in Discipline, Grievance and Dignity at Work policies. It should be noted that due to their nature concerns raised through whistle blowing may require the involvement of those with specialist knowledge or consideration of a large amount of material and may therefore be extended to allow a thorough investigation. The employee will be kept fully informed of the progress of the investigations and, if appropriate, the final outcome.

If on conclusion of previous stages, the employee reasonably believes that the appropriate action has not been taken, they retain an entitlement to report the matter in line with guidance referred to below. Employees are not obliged to make a disclosure in the first instance. However, for a disclosure to be protected in such circumstances a number of conditions will have to be met.

Review of Policy

This policy was reviewed on 1st May 2022. Glasgow Girls FC will review this policy and procedure at least every three years or at times of significant legislative or organisational changes.

Policy jointly agreed by 3rd May 2022, Reviewed December 2024 David McDermott (Chairman) and Paul Davies (Trustee)