



Whistleblowing Policy

Overview

Butterfly Conservation is committed to maintaining the highest standards of integrity, honesty and professionalism in the workplace and complying with its legal obligations.

Whilst Butterfly Conservation makes every effort to ensure that its business is conducted according to these standards, employees may be aware of, or suspect, certain failings or wrongdoings within the charity. Employees are strongly encouraged to raise any concerns they may have in accordance with this policy.

This policy provides employees with a general outline of the governing legislation in this area for guidance purposes only and should not be regarded as a complete or authoritative statement of the law.

Policy

Under the Public Interest Disclosure Act 1998 (“PIDA”), you have the statutory right to disclose concerns relating to the charity without fear of victimisation or detriment. The concerns covered by PIDA relate to one or more of the following events. You must reasonably believe that the event has happened, is happening, or is likely to happen in the near future:

- (a) criminal offence;
- (b) a failure to comply with any legal obligation;
- (c) a miscarriage of justice;
- (d) danger to the health and safety of any individual;
- (e) danger to the environment; and
- (f) deliberate concealment of any of the above.

If your concern relates to any internal procedure or act which affects your employment directly, then this should be raised through the charity’s grievance procedure.

If you genuinely and in good faith believe that one of the above events has happened, is happening or is likely to happen in the near future, you should raise the issue with your Line Manager or, in his/her absence, or if the concern relates to your Line Manager, the Chief Executive. If this is inappropriate, you may also raise your concerns directly with the Chair of Trustees.

You will be informed who will investigate your concerns and advised of the likely timescale of the investigation. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You are entitled to be accompanied to any meeting which

you attend in connection with the investigation by a work colleague or a trade union representative.

Butterfly Conservation will endeavour to maintain confidentiality where possible, but this cannot be guaranteed. Depending on the nature of the complaint, the police or a regulator for example, may need to be involved. Although you may raise your concerns anonymously, it may not be possible to investigate or take further action if you do so.

If, for any reason, you feel that the person with whom you initially raised your concern has failed to deal with the issue in a satisfactory manner, you should set out your concerns in writing and give them to the Chairman.

Save in exceptional circumstances, you should not disclose your concerns outside the charity unless you have first provided the charity with the opportunity to address the problem. In particular, no discussion of the issue should take place with any representative of the media.

If you feel that you are unable to raise your concerns within the charity, you may consider raising them with an appropriate authority. However, the charity hopes that most concerns raised on an internal basis will be duly resolved.

If you make a disclosure outside the scope of this policy e.g. in bad faith or in breach of the policy, you will not be protected and may be subject to disciplinary action under Butterfly Conservation's disciplinary procedure up to and including summary dismissal.

If you make a disclosure in accordance with this policy, in good faith, and with a genuine belief that any of the events outlined above has happened, is happening or is likely to happen in the near future, the charity will ensure that you do not suffer victimisation or any detriment as a result of raising your concerns.