

CHURCHILL COLLEGE

PUBLIC INTEREST DISCLOSURE

1. The College at all times conducts its business with the highest standards of integrity and honesty. It expects all employees to maintain appropriate standards in everything they do. Employees are therefore encouraged to report any wrongdoing by the College or its employees that falls short of these business principles.
2. The Public Interest Disclosure Act 1998 protects employees who report wrongdoing within the workplace and it is the aim of this policy to ensure that as far as possible our employees are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur.
3. We recognise that employees may not always feel comfortable about discussing their concerns internally, especially if they believe that the College itself is responsible for the wrongdoing. The aim of this policy is to ensure that employees are confident that they can raise any matter with the College that concerns them in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them.
4. Employees are encouraged to report concerns about wrongdoing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these.
5. The College undertakes that no employee who makes a *bona fide* report under the procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. In the event that an employee believes that they are being subjected to a detriment by any person within the College as a result of their decision to invoke the procedure they must inform the Master immediately and appropriate action will be taken to protect them from any reprisals.
6. If it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with in accordance with the terms of the College's Disciplinary Procedure.
7. The College is very keen to hear of any concerns that employees may have about wrongdoing at work and encourages them to use the procedure wherever possible.
8. The College recognises that there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary, the College reserves the right to make such a referral without an employee's consent.