**Principles**

The BMC encourages a free and open culture in its dealings between its members, employees, volunteers and all people with whom it engages in business and legal relations. In particular, the BMC recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the BMC’s success ensured.

In accordance with the Public Interest Disclosure Act 1998, this policy is designed to provide guidance to all these who work with or within the BMC who may, from time to time, feel that they need to raise certain issues relating to the BMC with someone in confidence.

1. This policy will apply in cases where you genuinely and in good faith, believe that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation:
   * that a criminal offence has been committed, is being committed or is likely to be committed
   * that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
   * that a miscarriage of justice has occurred, is occurring or is likely to occur
   * that the health and safety of any individual has been, is being or is likely to be endangered
   * that the environment has been, is being or is likely to be damaged
   * that information tending to show any matter falling within any one of the preceding bullet points has been, is being or is likely to be deliberately concealed.

The BMC wishes to ensure that any such wrongdoings are reported and dealt with. If you become aware of a wrongdoing at work then please follow the procedure below immediately. If you believe that the BMC’s managers may be involved in the wrongdoing, then please approach the CEO directly.

**Procedure**

1. If you become aware of a wrongdoing, raise your concerns immediately with your line manager. Your line manager will carry out a prompt and thorough investigation of the matter and report his/her findings to the CEO. The CEO will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the BMC’s formal discipline procedure (S3). Your line manager will inform you of the outcome of the investigation and any actions taken as a result.
2. If you are not satisfied that your disclosure has been dealt with properly or you believe that your line manager or any of the BMC’s managers are involved in the wrongdoing, raise your concerns directly with the CEO. The CEO, or an authorised deputy, will arrange for an investigation or further investigation to be carried out. The CEO will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the BMC’s formal discipline procedure. You will be informed of the outcome of the investigation and any actions taken as a result.

Confidential advice is available from the independent charity Protect (formerly Public Concern at Work) on 020 3117 2520 or [**via their website**](https://protect-advice.org.uk/advice-line/)

If your concern is regarding a child, please consult the BMC Child Protection Policy which is located on the BMC website under Youth & Equity.

**Victimisation**

The BMC will not tolerate the victimisation of any person who discloses a wrongdoing under this procedure. Any such victimisation will be treated as a disciplinary offence.

**Grievances**

The above procedure should be used where, in your reasonable belief, the disclosure of information relates to a wrongdoing at work and is in the public interest. If you wish to raise a personal grievance, you should follow the BMC’s grievance procedure (S3).