

Whistleblowing Policy

1. Policy Overview

Hinckley Gymnastics Club is committed to the highest standards of openness, probity, and accountability. We expect employees and others who have serious concerns about any aspect of the company's work to come forward and voice those concerns.

2. Who is Covered?

This policy applies to all employees, officers, members, volunteers and casual workers.

3. What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- **Criminal activity** (e.g., fraud, bribery, or theft).
- **Failure to comply with legal obligations.**
- **Failure to carry out their duties in a safe manner.**
- **Miscarriages of justice.**
- **Danger to health and safety.**
- **Damage to the environment.**
- **Sexual harassment** (as of April 2026).
- **The deliberate concealment** of any of the above.

Note: This policy should not be used for complaints relating to your own personal circumstances, such as your contract of employment. Those should be raised under our **Grievance Policy**.

4. Safeguards and Protections

- **No Retaliation:** We guarantee that no one will experience any detrimental treatment (e.g., dismissal, disciplinary action, threats, or unfavourable treatment) as a result of raising a genuine concern.
- **Confidentiality:** We will make every effort to keep your identity secret if you request it. However, there may be times when we cannot resolve an issue without revealing your identity (e.g., if court evidence is required).

- **Anonymous Allegations:** We encourage you to put your name to your allegation. Concerns expressed anonymously are much more difficult to investigate but will be considered at the company's discretion.

5. How to Raise a Concern

1. **Step 1:** Raise the concern with your **Line Manager** or a **Club Welfare Officer**, either orally or in writing.
2. **Step 2:** If you feel unable to talk to your manager, or the concern involves them, contact a **Designated Club Welfare Officer**:
3. **Step 3:** If the matter is highly sensitive, you may contact **Trevor Low or Tony Ford** (Club Trustees).

6. How the Company Will Respond

- We will acknowledge receipt of your report within **5 working days**.
- An initial assessment will determine if an investigation is required.
- You will be told who is handling the matter, how you can contact them, and whether further assistance is needed from you.
- Whenever possible, we will give you feedback on the outcome of the investigation, subject to legal constraints (e.g., data protection).

7. External Disclosures

The aim of this policy is to provide an internal mechanism for reporting. However, if you feel you cannot report internally, you may contact a "**Prescribed Person**" (such as the HSE, HMRC, or the Environment Agency).
