



Whistleblowing Policy

Introduction

Livingstone Tanzania Trust (LTT) is committed to operating in an ethical, responsible and legal manner at all times. Should our employees, trustees, contractors or volunteers feel that the case is otherwise this should be brought to the attention of the Board, without fear of reprisals and in the knowledge that they will be protected from victimisation and dismissal. In the event that the employee/trustee/contractor/volunteer feels nothing has been done to address a situation, then they are within their rights to report their misgivings to a responsible 3rd party. This would normally be the Charities Commission of England and Wales.

The Trustees view this action positively and as a valued contribution to improving the running and transparency of the Charity. The Trustees do not see this as an act of disloyalty to colleagues but as an act of loyalty to the true ethos of the Charity.

Definitions

Whistleblowing is the act of reporting suspected misconduct, illegal acts or failure to act (malpractice) to a higher authority. For the purposes of this policy, “employee” refers to any person working with LTT, paid or otherwise.

Malpractice includes (but is not limited to) the issues listed below:

- Financial wrongdoing including theft, bribery, fraud, and money laundering.
- A failure to comply with any legal obligations.
- Sexual misconduct, including sexual abuse, harassment, or exploitation (see LTT’s Safeguarding Policy).
- Abuse or exploitation of children, vulnerable adults, or beneficiaries (see LTT’s Safeguarding Policy as above).
- Abuse of position.
- Danger to the health and safety of individuals or damage to the environment.
- Improper conduct or unethical behaviour.
- Activity which would bring the organisation into serious disrepute.
- The deliberate concealment of information relating to any of the matters listed above.

Malpractice is not a complaint about the performance and behaviour of a manager or other work colleague towards you. Such complaints should be dealt with under Livingstone Tanzania Trust’s Bullying and Anti-Harassment Policy.

The Aim of the Policy

The Policy is designed to ensure that an employee/contractor/trustee/volunteer can raise their concerns about wrongdoing or malpractice within LTT without fear of victimisation, subsequent discrimination, disadvantage or dismissal and outlines routes to escalating concerns should this be necessary.

The Policy aims to: -

- encourage employees to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice, this includes concerns about modern slavery and human trafficking.
- provide avenues for employees to raise those concerns internally and receive feedback on any action taken.
- ensure that employees receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- reassure employees that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.
- reassure employees that their concerns will be treated in confidence and every effort will be made to maintain their anonymity if that is what they wish. However, should disciplinary or other proceedings follow the investigation, they may be asked to come forward as a witness. If they agree to this, they will be offered advice and support, but it may no longer be possible to maintain anonymity. If the employee wants total anonymity,

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it will be much harder to provide feedback or gather further information and as such it may be harder to pursue concerns.

Untrue allegations

If an employee makes an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, LTT will recognise their concern and they have nothing to fear. If, however, they make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.

Raising a Concern

If you have a genuine concern and have a reasonable belief it is in the public interest, even if it is later discovered that you are mistaken, under this policy you will not be at risk of losing your job or from suffering any form of retribution as a result. If you genuinely believe that the actions of someone who works for Livingstone Tanzania Trust could lead to or has resulted in malpractice, please follow the procedure below.

You should decide who is most appropriate to raise your concerns with. This could be your line manager, a Trustee, or the Chairman of the Trustees. You can raise your concern by telephone, in person or in writing and you should provide the following information:

- whether anyone is at immediate risk from harm.
- the nature of the concern and why you believe it to be true.
- how you first became aware of the situation.
- the background and history of the concern giving relevant dates, times and places of any further instances.
- if applicable, who you have already spoken to about the issue and whether any action has been taken as a result.

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you have a genuine concern relating to suspected wrongdoing or malpractice and there are reasonable grounds for concern.

What action will be taken?

The person who has been contacted will respond to the concerns as quickly as possible. The overriding principle will be the public interest and initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. In certain cases, however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately. Protection of others is paramount in all cases.

Where appropriate, the matters raised may:

- be investigated by the Trustees.
- be referred to the police.
- be referred to the Charity Commission.

The person who has been contacted must ensure that: -

- Reported incidents of theft, fraud, or corruption are sent immediately to the Board of Trustees. If an investigation is conducted, the outcome may involve taking disciplinary action if misconduct has been proved, which may include dismissal.
- Safeguarding concerns relating to sexual abuse or exploitation of children, vulnerable adults, and beneficiaries are reported to LTT's Safeguarding Lead. LTT's Procedures for Dealing with, and Reporting Safeguarding Reports will then be followed.
- Any other incidents of malpractice in the workplace are reported to the Chairman of the Trustees

Within ten working days of a concern being raised, the person investigating the concern will write to you:

- acknowledging that the concern has been received.
- indicating how LTT proposes to deal with the matter.

- supplying information on staff support mechanisms.
- informing whether further investigations will take place and if not, why not.

The amount of contact between you and the individual considering the issues will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. It is likely that you will be interviewed to ensure that your disclosure is fully understood. Any meeting can be arranged away from the workplace, if you wish, and an additional Trustee or professional association representative or a friend may accompany you in support.

LTT will do what it can to minimise any difficulties that may be experienced as a result of raising a concern. For instance, if you are asked to give evidence in criminal or disciplinary proceedings, LTT will arrange for you to receive appropriate advice and support.

LTT must demonstrate that to you that your disclosure is being properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

The Board will take appropriate action, which may end in dismissal, against any employee, trustee, volunteer or contractor who has been found to be victimising another individual for using this procedure or deterring them from reporting genuine concerns under it.

The Responsible Officer

The Chairman of the Trustees has overall responsibility for the maintenance and operation of this Policy.

How the Matter can be Taken Further

This Policy is intended to provide employees with an avenue within LTT to raise concerns. LTT hope employees will be satisfied with any action taken. If not, and they feel it is right to take the matter outside of LTT, then the employee should contact the following prescribed responsible 3rd party contact;

Charity Commission of England and Wales whistleblowing@charitycommission.gsi.gov.uk

Further information on how the charity commission deals with whistleblowing complaints can be found on their website <https://www.gov.uk/complain-about-charity>

If employees raise concerns **outside** LTT they should ensure that it is to the prescribed contacts. A public disclosure to anyone else could take the employee outside the protection of the Public Interest Disclosure Act and of this Policy.

Employees should not disclose information that is confidential to LTT except to those included in the list of prescribed contacts. This Policy **does not** prevent you from taking your own legal advice.

Recording and Monitoring of Concerns

The Chairman of the Trustee will maintain a log of all concerns that are brought to his/her attention and will produce an annual report summarising the concerns raised and action/s taken. The report will not include any employee names. The aim of this is to ensure that LTT learns from mistakes and does not repeat them.

Frequently asked questions

What if my line manager is involved in the alleged malpractice in some way?

If your line manager is involved in the alleged malpractice in some way, the matter should be raised with the next senior manager in the management line or with the Board of Trustees. Concerns relating to sexual abuse or exploitation of children, vulnerable adults and beneficiaries should be reported to the relevant Safeguarding Lead.

Can the disclosure be made anonymously?

You are strongly encouraged not to make anonymous disclosures as details and further concerns cannot then be checked with you and this may seriously limit the ability of investigators to pursue your concerns. Nonetheless, all disclosures, made anonymously or otherwise, will be reviewed but lack of information may limit the nature, extent and outcome of the investigation.

Who will conduct the investigation?

Normally an independent trustee will be appointed. On rare occasions, or for complex cases such as safeguarding, external investigation support may be sought.

What if the matter involves a criminal offence?

The issue may also be reported to the police if a criminal offence, such as fraud or theft, or sexual assault has been committed.

This policy was reviewed in Nov 2023 and will be reviewed again in November 2026