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## ISLAMIC CENTRE OF ENGLAND-

### WHISTLEBLOWING POLICY (June 2020)

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#### *1. INTRODUCTION*

1.1 The Islamic Centre of England (“The Centre”) is committed to upholding the highest standards of honesty and integrity in its provision of services and expects all members of staff and associates to strictly adhere to such high standards. However, we also acknowledge that at times, things may go wrong. A culture of openness, equity, and accountability is therefore crucial in ensuring that such occurrences do not happen, and when they do, to have mechanisms in places to address them.

1.2 The aims of this policy are:

- To encourage members of staff and associates to report any wrongdoing, whether actual or suspected, as soon as possible;
- To provide an undertaking that concerns reported under this Whistleblowing Policy will be taken seriously, investigated properly, and their confidentiality respected;
- To provide members of staff and associates with guidance and support around raising concerns;
- To provide an undertaking that members of staff and associates should be at liberty to raise any genuine concerns about The Centre, its personnel, management, and actions without fear of reprisals.

## 2. *WHO THIS POLICY APPLIES TO*

2.1 This policy applies to all members of staff or associates who carry out any work for The Centre, including:

- Employees;
- Trustees;
- Contractors / Sub-Contractors;
- Agency Staff; or
- Consultants.

## 3. *DEFINITION OF WHISTLEBLOWING*

3.1 Whistleblowing is the disclosure of any information which concerns itself with the suspected wrongdoing in the following ways (non-exhaustive):

- Illegal or immoral behaviour;
- Unethical behaviour;
- Breach of legal duty;
- Breach of regulatory duty

3.2 Examples of such behaviour could be (non-exhaustive):

- The conduct of criminal activity (such as drug offences, violent or sexual offences, etc.);
- A breach of a legal requirement such as a failure to adhere to Health and Safety laws;
- General malpractice (this could be through illegal, immoral, or unethical conduct);
- Gross Misconduct;
- Breaches pursuant to charities legislation and regulations;

3.3 Should you have any concerns relating to any of the above, you should report it under This policy. If you are unsure if a matter falls within this policy, please speak with a member of the management team for further guidance.

#### 4. *PROTECTED DISCLOSURES*

4.1 An individual who makes a “protected disclosure” is afforded the necessary and relevant statutory protections from victimisation pursuant to The Public Interest Disclosure Act 1998, so long as the disclosure is in the public interest.

4.2 A “protected disclosure” is the disclosure of any information which, in light of the reasonable belief of the person making the disclosure, shows that one or more of the following have been committed, is being committed, or is likely to be committed:

- A criminal offence;
- A failure to adhere to a legal obligation;
- A miscarriage of Justice;

- Putting someone's health or safety in danger;
- Damage caused to the environment;
- The deliberate concealment of information relating to any of the above.

4.3 Whether the information of concern is confidential or otherwise is immaterial, as is the location of occurrence, and the legal jurisdiction of where the matter occurs.

4.4 A legal obligation can include a contractual obligation, a civil obligation, or an obligation under criminal law.

## 5. *RAISING A WHISTLEBLOWING CONCERN*

5.1 All whistleblowing disclosures will be treated in the strictest of confidence and will be reported to The Director. Should a disclosure under this policy be made anonymously, this ought to be made in writing, addressed to The Director.

5.2 When raising a whistleblowing disclosure under this policy, it should be made clear, on its face, that a whistleblowing disclosure is being made pursuant to this policy. In doing this, the recipient of the disclosure will keep this in mind throughout the investigation process, especially with respect to protecting the identity of the whistleblower.

5.3 The investigating person will keep you updated throughout the investigation process, will provide you with a timescale for the investigation, and, where necessary, an indication of the likely cause of action.

5.4 It is important to note that irrespective of the matter being reported, the content of the investigation must be kept confidential at all times.

5.5 Whilst we will try to provide a whistle-blower with a satisfactory outcome, it must be appreciated that we cannot guarantee any particular outcome, though we will always treat him and his concerns in a fair, balanced, and appropriate manner.

## 6. CONFIDENTIALITY

6.1 Whilst it is hoped that members of staff and associates feel at liberty to discuss matters under this policy, concerns can be raised confidentially. We will ensure that all measures are taken to protect the identity of those making disclosures under this policy.

6.2 Whilst it is possible for any concerns under this policy to be made anonymously, it is also the case that anonymous disclosures may not be able to be investigated in an adequate or proper manner owing to evidential weaknesses associated with anonymous complaints or the inability to prove the credibility of allegations. Notwithstanding this, we will ensure that all complaints received under this policy will be treated fairly and in the usual manner, irrespective of being anonymous or otherwise.

## 7. *SUPPORT / PROTECTION FOR WHISTLEBLOWERS*

7.1 We acknowledge that whistle-blowers may be concerned about the possibility of repercussions. As we encourage open and frank disclosures, we undertake to protect and support members of staff and associates who raise genuine concerns under this policy, even in cases of a mistake of fact in reporting.

## 8. *EXTERNAL REPORTING / INDEPENDENT ADVICE*

8.1 Whilst we strongly encourage the reporting of concerns under this policy to the Centre Internally and believe that our policy is robust enough to deal with all allegations fairly and impartially, we understand that some members of staff and associates may wish to raise concerns externally. Should this be the case, members of staff and associates may wish to speak with the independent whistleblowing charity, 'Protect (speak up, stop harm)' for further advice. Their contact details are as follows:

**Protect**

**The Green House**  
**244 - 254 Cambridge Heath Road**  
**London**  
**E2 9DA**

**Advice Line: 020 3117 2520**

**Email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)**