

# TALKING NEWS FEDERATION

## Whistle-blowing Policy

### Introduction

Talking News Federation (TNF) is committed to the highest possible standards of openness and accountability. This policy supports that commitment. It gives those with concerns about malpractice or wrongdoing in the organisation a way to voice those concerns without fear of victimisation.

The Public Disclosure Act 1998 prevents whistle-blowers from being victimised for voicing their concerns.

This policy provides the help and support needed to ensure the safety of anybody with a concern. TNF will take concerns seriously and ensure that they are dealt with promptly and fairly.

### How

Anyone who believes that a member of TNF is involved in any form of wrongdoing should,

- Ring 01793 497555 (The TNF Office) and give their name, a telephone number where they can be contacted and a suggested time to make contact. The call will be referred to the Chairman or Secretary. If the concern is about the activity of the Chairman or the Secretary, then another member of the TNF Trustees should be contacted.
- Either the Chairman or the Secretary, or the Trustee contacted will arrange a meeting with the person raising the issue.
- Before the meeting, it would be helpful if a note outlining the problem is written down, giving names, dates, events and places where possible. If there are any documents that might be helpful these, along with the note, should be brought to that meeting.

### Anonymous allegations

Anonymous concerns are difficult to investigate so it is best if concerns are raised by those affected. However, The Chairman or Secretary will exercise discretion when deciding whether to investigate issues raised anonymously.

In these cases, the factors taken into account will include:

- The seriousness of the issues raised
- The credibility of the allegation and
- The likelihood of confirming the allegation from other sources

### How TNF will respond

After the initial meeting, a decision will be made as to what form any further enquiries should take.

If it is deemed appropriate for further investigation to be carried out, this will usually be done by a member of the TNF Trustees who is not directly involved in the matter. However, it may sometimes be necessary for a concern to be referred to the police, an external organisation or person, or for the issue to be the subject of an independent enquiry. This will not be done without the agreement of the person raising the concern.

The person raising the concern will be informed of the final outcome.

TNF has a duty to protect personal information under the Data Protection Act.

This policy was approved by the TNF Committee on 6 February 2021.