



Exeter Food Action Whistleblowing Policy

1. Introduction

Exeter Food Action (EFA) is committed to upholding the highest standards of transparency, accountability and ethical conduct in all aspects of its operations. In line with this commitment we have established this Whistleblowing Policy to encourage employees, volunteers, service users, donors and other stakeholders to report any concerns that they may have:

- Fraud, financial irregularities, or mismanagement of funds.
- Violations of EFA's policies, procedures, or code of conduct.
- Health and safety hazards.
- Discrimination, harassment or unethical behaviour.
- Environmental violations.
- Any other illegal or unethical activities that could harm the organisation, its stakeholders or the public.

2. Whistleblower Protection

2.1 EFA is committed to protecting individuals who report concerns in good faith. No one who makes a report under this policy will face retaliation, adverse employment actions or any form of discrimination as a result of their disclosure.

2.2 EFA will keep all reports confidential to the extent possible, consistent with legal obligations and the need to conduct a thorough investigation.

3. Reporting Procedure

3.1 Anyone who wishes to make a report under this policy should do so in writing. Reports can be submitted through one of the following channels:

- Directly to the Chair of the Board of Trustees or, in their absence, the Vice-Chair.
- Via email to the Chair: chair@exeterfoodaction.org.uk.
- Via email to the Vice-Chair: secretary@exeterfoodaction.org.uk.
- In writing to:
Chair/Vice-Chair, Exeter Food Action, Unit 10, The Space Place, Marsh Barton, Exeter, EX2 8RG. Please mark the envelope '**Private and confidential. For addressee only**'.

3.2 The report should include the following information:

- The nature of the concern in as much detail as possible.
- The names of individuals involved (if applicable).
- Any evidence or supporting documents available.

3.3 Anonymous reports will be accepted but we encourage individuals to identify themselves to facilitate the investigation process and maintain confidentiality.

4. Handling of Reports

4.1 Upon receiving a report, EFA will initiate a prompt and impartial investigation. The investigation will be conducted by individuals who are not directly implicated in the reported concern.

4.2 EFA will make all reasonable efforts to maintain the confidentiality of the reporting individual and the information provided, except where required by law.

4.3 EFA will provide feedback to the reporting individual on the outcome of the investigation, to the extent that it does not compromise confidentiality or legal requirements.

5. Alerting outside bodies to a potential wrongdoing

If you are not satisfied with the response, you are entitled to contact a relevant external body to express your concerns. In doing this you should:

- have a reasonable belief that the allegation is based on correct facts,
- not be making any personal gain from the revelations,
- make the disclosure to a relevant body.

A 'relevant body' is likely to be a regulatory body (e.g. the Health and Safety Executive or the Charity Commission).

6. Conclusion

6.1 EFA is committed to fostering an environment where individuals feel safe and encouraged to report any concerns about wrongdoing. This Whistleblowing Policy is intended to promote accountability and ethical conduct within our organization.

6.2 EFA will regularly review and update this policy as necessary to ensure its effectiveness.

6.3 This policy does not replace or supersede any legal obligations for reporting specific types of concerns to external authorities.

7. Review and Adjustment

This policy will be reviewed by the Board of Trustees annually.

Contact Information for Whistleblowing

Chairman	Nigel Walsh
Email	chair@exeterfoodaction.org.uk .
Vice-Chair	Sue Ford
Email	secretary@exetrfoodaction.org.uk .
Postal address *	Exeter Food Action Unit 10 The Space Place Marsh Barton Exeter EX2 8RG

* Please mark any postal communication **Private and confidential. For addressee only.**

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Version:	Final
Agreed by Trustees on:	16.10.23
Date for review:	October 2024