



Whistleblowing Policy

This policy will be reviewed on an ongoing basis, at least once a year. Time to Help UK will amend this policy, following consultation, where appropriate.

Date of last review: **11/03/2022**

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TIME TO HELP requires trustees, executives, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of TIME TO HELP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1 WHAT IS WHISTLEBLOWING?

Whistleblowing is the confidential disclosure by any individual of any concern encountered in the workplace related to a perceived wrong doing. TIME TO HELP considers such wrongdoing to include:

- General malpractice, such as immoral, illegal or unethical conduct
- Conduct where someone's health and safety has been put in danger
- Gross misconduct

If individuals have concerns relating to their employment with TIME TO HELP, these should be raised under TIME TO HELP grievance policy.

2 REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that TIME TO HELP can address and correct inappropriate conduct and actions. It is the responsibility of all trustees, executives, employees and volunteers to report concerns about violations of TIME TO HELP code of ethics or suspected violations of law or regulations that govern TIME TO HELP operations.

3 NO RETALIATION

It is contrary to the values of TIME TO HELP for anyone to retaliate against any trustee, executive, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of TIME TO HELP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

4 REPORTING PROCEDURE

TIME TO HELP has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chief Executive. If the concern is about the Chief Executive then you should write to the Chair of the Board of Trustees. Supervisors and managers are required to report

complaints or concerns about suspected ethical and legal violations in writing to the Chief Executive who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Chief Executive.

5 COMPLIANCE OFFICER

The Chief Executive is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chief Executive will advise the Board of Trustees of all complaints and their resolution and will report at least annually to them on compliance activity relating to accounting or alleged financial improprieties.

6 ACCOUNTING AND AUDITING MATTERS

The Chief Executive shall immediately notify the Trustee Finance Sub Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

7 ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence.

8 CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

9 HANDLING OF REPORTED VIOLATIONS

The Chief Executive will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

10 MONITORING AND REVIEW

The senior management team, with adequate consultation of the Board of Trustees, will regularly review the operation of this policy.

This policy has been approved and authorised by the Trustees of TIME TO HELP

Signature: *BK*

Position: Trustee

Date: 11/03/2022

End of Policy

