



Brighton & Hove

Community Transport

Helping people lead independent lives

Protran House, Boundary Road, Brighton BN2 5TJ
01273 677559 | hello@bhct.co.uk | www.bhct.co.uk

Whistleblowing Policy

Brighton & Hove Community Transport is committed to the highest standards of ethical and legal behaviour and to creating a workplace culture where all employees feel comfortable reporting any suspected illegal or unethical behaviour. To this end, the company has established this Whistleblowing Policy to provide a confidential and secure process for employees to report suspected misconduct.

Definitions

For the purpose of this policy:

"Whistleblowing" refers to the reporting of any suspected illegal or unethical behaviour by an employee or contractor of Brighton & Hove Community Transport.

"Retaliation" refers to any adverse employment action taken against an employee in response to their whistleblowing.

"Confidentiality" refers to the protection of the identity of the whistle-blower and the information disclosed by them, except where required by law.

Reporting Procedure

Employees and contractors are encouraged to report any suspected illegal or unethical behaviour as soon as possible. Reports can be made to the employee's manager or the HR department. When making a report, the following information should be provided, if available:

- The name(s) of the individual(s) involved.
- The date and location of the incident.
- A description of the behaviour or activity that is being reported.
- Any supporting evidence or documentation.

The company will acknowledge receipt of the report within 5 working days and will keep the whistle-blower informed of the progress of the investigation, subject to legal restrictions.

Investigation Process

The company investigate all reported incidents quickly and thoroughly. The investigation will be conducted in a confidential manner, to the extent permitted by law, and the whistle-blower will be informed of the outcome of the investigation, subject to legal restrictions. If the investigation reveals evidence of misconduct, the company will take appropriate disciplinary action.

Protection from Retaliation

The company prohibits retaliation against whistle-blowers and will take prompt action to address any incidents of retaliation. The company will maintain the confidentiality of the whistle-blower's identity, except where required by law.

Disciplinary Action

Individuals found to have engaged in illegal or unethical behaviour may face disciplinary action, up to and including termination of employment.



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Communication and Training

This policy will be communicated to all employees and contractors through the company's employee handbook and training programs. Regular training will be provided to help employees understand their rights and responsibilities under this policy.

This Whistleblowing Policy is intended to encourage and enable employees and contractors to report any suspected illegal or unethical behaviour and to provide a mechanism for the prompt and confidential investigation of such reports. The company is committed to protecting employees and contractors who report suspected misconduct in accordance with this policy.

This policy is effective as of 1st January 2023. The company reserves the right to revise or amend this policy at any time.

Signed by:

Tom Druitt
CEO