

LANGSTANE HOUSING ASSOCIATION

WHISTLE BLOWING POLICY

1. Introduction

Langstane Housing Association is committed to the highest levels of honesty and integrity. As part of that commitment, the Association is determined to take every step to identify and eradicate any evidence of malpractice. The purpose of this policy therefore is to provide staff, Committee and any other agent employed by the Association with an effective and secure means of reporting and having investigated instances or alleged instances of malpractice. Provided that such reports are made in good faith, the employee, Committee member or agent concerned will be guaranteed confidentiality should they so request and protection from recrimination or reprisal.

2. Malpractice

While it is difficult to give an exhaustive definition of what might constitute malpractice, it is anticipated that examples of potential malpractice in a Housing Association would include the following:-

- Fraud
- Corruption
- Breach of Contract
- Favouritism or other misuse of the Association's services
- Threat to public safety or the health and safety of the workforce
- Illegal/Unfair Discrimination
- Pollution
- Covert concealment of any of the above

3. Scope of Policy

This policy will be made available to every employee and member of Committee of Langstane Housing Association. It will be open to any of them where they have a concern to pursue this policy.

4. Procedure

If an employee has a concern about the possibility of malpractice, it should first of all be raised with his or her immediate line manager. If the employee feels that is not appropriate because, for example, the issue concerns the line manager or his or her superiors, the matter may be taken up with the Director of the Service or, for similar reasons the employee feels that is inappropriate, with the Chief Executive. Equally, if the concern involves the Chief Executive, the matter should be reported to the Chairman of the Committee of Management.

In the final analysis, the employee concerned has the right to raise the matter with the Association's external auditors, Messrs Anderson, Anderson and Brown, Chartered Accountants, 6 Carden Place, Aberdeen, or anyone qualifying as a "Prescribed Person" in terms of the Public Interest Disclosure (Prescribed Persons) Order 1999.

In the event of a member of the Committee of Management or an agent of the Association having a concern about the possibility of malpractice, they may raise it directly with the Chairman of the Committee of Management or, if appropriate, with the external auditors.

5. Guarantees

It is not the purpose of this policy to protect any employee from the consequences of malicious or reckless accusations. If, after investigation, the concern raised is found to be malicious or reckless, then the employee making it will render himself/herself liable to disciplinary action.

Importantly, however, the Association guarantees that if the concern is raised in good faith, then there will be no reprisal of any sort or any form of recrimination against the employee who raised the concern. Equally, if requested, the person investigating the allegation will observe complete confidentiality in respect of the name of the informant.

6. Other Policy Implications

This policy is part of the Association's commitment to openness and accountability. It is to deal with serious cases of alleged malpractice only and does not supplement or replace the grievance procedure or any other procedures in place to allow employees to pursue issues relating to their working conditions.

7. Publicity Monitoring and Review

This policy will be copied to all members of staff of the Association and will be displayed on notice boards internally. The policy will be reviewed biennially at Committee and amended in the light of experience. The sole intention of such review however will be to make more transparent the Association's procedures, to encourage staff and Committee to take individual responsibility for identification and eradication of malpractice and to protect and enhance the reputation of the Association.

Date Approved by Committee of Management: 17.03.08

Date Due for Review by Committee of Management: March 2010