



## **Outside the Box Whistleblowing Policy**

Outside the Box is committed to fostering a culture of openness and accountability. By adhering to this whistleblowing policy, we ensure that concerns about misconduct can be raised and addressed effectively, maintaining the integrity and trust of our organization.

**1. Purpose:** The purpose of this policy is to encourage and enable employees, volunteers, and others to report concerns about any improper activities within Outside the Box. This policy ensures that individuals can raise concerns in good faith without fear of retaliation or reprisal.

**2. Scope:** This policy applies to all employees, volunteers, contractors, and partners of Outside the Box.

**3. Definition of Whistleblowing:** Whistleblowing refers to the act of reporting any wrongdoing, such as fraud, corruption, abuse, illegal activities, or any other unethical conduct within the organization.

**4. Policy Statement:** Outside the Box is committed to maintaining the highest standards of integrity and accountability. We encourage anyone who has concerns about any aspect of our work to come forward and report it.

### **5. Reporting Concerns:**

- **Who Can Report:** Any employee, volunteer, contractor, or partner who has a reasonable belief that wrongdoing has occurred or is likely to occur.
- **What to Report:** Any concerns related to misconduct, fraud, abuse, health and safety violations, legal breaches, or unethical behaviour.
- **How to Report:** Concerns can be reported verbally or in writing to the designated Whistleblowing Officer or anonymously if preferred.
  - **Whistleblowing Officer:** L Bolsin
  - **Contact Number:** 07766168788
  - **Email Address:** getusoutthebox@gmail.com

**6. Confidentiality:** All reports will be treated confidentially to the fullest extent possible. The identity of the whistleblower will not be disclosed without their consent unless required by law.

**7. Protection Against Retaliation:** Outside the Box is committed to protecting whistleblowers from retaliation. Any form of retaliation, harassment, or adverse employment consequences as a result of whistleblowing will not be tolerated and will be subject to disciplinary action.

## 8. Investigation Process

- All reports will be taken seriously and investigated promptly and thoroughly by the Whistleblowing Officer or an appointed investigator.
- The findings of the investigation will be reported to the appropriate level of management for action.
- Whistleblowers will be informed of the outcome of the investigation, subject to legal constraints and confidentiality considerations.

**9. False Allegations:** Deliberately making false or malicious allegations is considered a serious disciplinary offense and will be treated accordingly.

**10. Monitoring and Review:** This policy will be reviewed annually to ensure its effectiveness and updated as necessary to reflect any changes in legislation or organizational practices.

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**Contact Information:** For any questions or further information regarding this policy, please contact the Whistleblowing Officer.

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This simple whistleblowing policy ensures that employees and volunteers at Outside the Box can report concerns safely and confidentially.