

## Whistleblowing Flowchart

This flowchart summarises how colleagues can raise a whistleblowing concern within the Society. This should be followed where a colleague has a concern about serious wrongdoing (such as criminal activity, health and safety endangering an individual(s), breach of legal obligation, other serious concern). For full details of what amounts to a whistleblowing concern see the Whistleblowing policy.

For concerns regarding your personal circumstances or those that are less serious than the examples above, there are other ways colleagues can raise concerns – as set out after the flowchart under "How to report other concerns".

Colleague has a concern about a serious wrongdoing (for examples see "What is whistleblowing" section of policy)

Colleagues should immediately raise concerns with their line manager.

If the concern relates to their line manager, please contact a more senior manager or the Whistleblowing line/Society Secretary (see box on right).

The line manager/more senior manager will report the whistleblowing concern to the Whistleblowing line/Society Secretary

If colleagues do not feel comfortable making a report directly to their line manager or a more senior manager, then they can instead report it to the confidential **Whistleblowing**line (0800 458 7809) or email the Society's Secretary & Head of Governance

(edward.parker@midcounties.coop)

Colleagues are encouraged to use the whistleblowing line for serious issues.

Investigation of the whistleblowing concern instigated by the Society Secretary



## **How to Report other Concerns**

If your concern is not quite so serious and you do not wish to call the whistleblowing line, below are some other ways you can report your concerns:

- Informally via your line manager this route is suitable for most workplace issues or concerns that impact a colleague. You can also contact HR at <a href="mailto:hr.advice@midcounties.coop">hr.advice@midcounties.coop</a> for advice in resolving any issues informally
- Formal grievance when attempts to resolve a matter informally have been unsuccessful, it may be appropriate for a formal grievance be raised under the Society's Grievance Policy
- **Speak in Confidence** this is an external service which provides colleagues with the facility to confidentially ask questions, provide feedback or raise concerns directly with members of the Society's Senior Leadership Team.