

Vision for a Nation – Global Disclosure of Malpractice in the Workplace Policy

Version	Date	Comments
1.0 Final	18/09/2018	Approved by Board of Trustees
2.0 Final	21/05/2019	Amended to 'Global' policy

Contents

1. Introduction	2
2. What is Malpractice?	2
3. Policy Aims	3
4. Scope.....	3
5. Education and Training	3
6. Reporting and Responding to Malpractice Procedure	4
7. Ramifications of Misconduct.....	5
8. Frequently Asked Questions	5
9. Review of this Policy	6
Annex A: VFAN Global Disclosure of Malpractice in the Workplace Policy Compliance Form	

1. Introduction

At VFAN, it is vital that everyone who works for us maintains the highest standards of conduct, integrity and ethics, and complies with local legislation, in the UK and in the countries where we have programme activities.

If an employee, volunteer, partner, consultant or contractor has any genuine concerns about malpractice in the workplace, we wish to encourage them to communicate these without fear of reprisals and in the knowledge that they will be **protected from victimisation and dismissal**.

This document outlines VFAN's policy and procedure regarding such malpractice disclosures, and how to respond to them.

This policy does not form part of an employees' terms and conditions of employment and may be subject to change at the discretion of management.

2. What is Malpractice?

Malpractice includes (but is not limited to) the issues listed below:

- Financial wrongdoing including theft, bribery, fraud, money laundering and aid diversion
- A failure to comply with any legal obligations
- Sexual misconduct, including sexual abuse, harassment or exploitation (see the VFAN Global Safeguarding Policy)
- Abuse or exploitation of children, vulnerable adults or beneficiaries (see the VFAN Global Safeguarding Policy as above)
- Breach of VFAN policy
- Abuse of position
- Danger to the health and safety of individuals or damage to the environment
- Improper conduct or unethical behaviour
- Activity which would bring the organisation into serious disrepute
- The deliberate concealment of information relating to any of the matters listed above

Malpractice is not a complaint about the performance or behaviour of a manager or other work colleague towards you. Such complaints will be directed for action to VFAN's HR policies and procedures, such as the VFAN Global Bullying and Harassment Policy.

3. Policy Aims

The aims of this policy are to:

- Set out that employees or associated personnel who have a genuine concern about malpractice and a reasonable belief that it is in the public interest, even if it is later discovered that they are mistaken, will not be at risk of losing their jobs or suffering any form of retribution as a result of raising the matter*.
- Enable all employees and trustees of VFAN to respond in an informed, appropriate and confident manner to alleged instances of malpractice.

* This assurance will not be extended to an individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice. Those found to be making false allegations maliciously will have disciplinary action taken against them.

4. Scope

This policy applies to all individuals working at or with VFAN, including, but not limited to: VFAN employees (whether permanent, fixed-term or temporary); consultants; contractors; volunteers; agency staff; trustees; partner organisations; donors and suppliers, acting for or on behalf of VFAN. The policy applies equally both within the UK and overseas.

All relevant parties will be provided with access to a copy of this policy.

5. Education and Training

VFAN will ensure that all staff, trustees and volunteers have access to this policy, understand it and agree to adhere to it.

- Induction of new employees, trustees and volunteers will include a briefing on malpractice and disclosures, including an overview of the policy. Each individual will be required to read the policy in detail and sign to demonstrate that they understand the policy and agree to adhere to it.
- Existing staff, trustees and volunteers will receive a briefing on malpractice and disclosures, including an overview of the policy. Each individual will be required to read the policy in detail and sign to demonstrate that they understand the policy and agree to adhere to it.
- All staff, trustees and volunteers will be required to attend a governance policies and procedures refresher training session on a bi-annual basis and each individual will be required to sign the policy to demonstrate that they understand and agree to adhere to it.
- Local partners will receive a copy of VFAN's Global Disclosure of Malpractice in the Workplace Policy.

6. Reporting and Responding to Malpractice Procedure

If you genuinely believe that the actions of someone who works for VFAN could lead to or has resulted in malpractice, please follow the procedure below:

1. Raise the matter with your line manager, who will consult with the appropriate contact point. If you feel that you are unable to raise the matter with your line manager, raise it with a more senior manager if you are able to.
 - i. At the point of raising a concern it would be useful for you to share information describing:
 - Whether anyone is at immediate risk of harm?
 - What happened? If possible make note of dates, times, places, people.
 - Who is involved?
 - How do you know about it?
 - When were you first concerned about it?
 - Have you told anybody about it?
 - Was any action taken?
 - ii. All managers should:
 - Report incidents of theft, fraud, or corruption immediately to VFAN's Fraud and Corruption lead
 - Report Safeguarding concerns relating to sexual abuse or exploitation of children, vulnerable adults, beneficiaries or any VFAN representative to VFAN's Safeguarding lead
 - Report any other incidents of malpractice in the workplace to the HR provider, Head of Finance and Operations, or Chief Executive
2. A decision will be made on whether it is appropriate to handle such complaints under this policy. Where not appropriate the complainant will be informed and their permission sought to divert the issue to the appropriate HR procedure.
3. When matters are reported to the Fraud and Corruption lead, VFAN's Global Fraud and Corruption Policy will be followed. If an investigation is conducted, the outcome may involve taking disciplinary action if misconduct has been proved, which may include dismissal.
4. When matters are reported to the Safeguarding lead, VFAN's Global Safeguarding Policy will be followed. If an investigation is conducted, the outcome may involve taking disciplinary action if misconduct has been proved, which may include dismissal.

5. You will be notified once the matter has been resolved, but outcomes are subject to confidentiality and may not be communicated.

Please note this procedure is not intended to replace VFAN's Grievance Policy (in the Staff Handbook), which continues to be the appropriate way to raise personal issues relating to the specific job or employment.

7. Ramifications of Misconduct

VFAN will take appropriate action (which may end in dismissal, in accordance with the relevant procedure) against any employee, volunteer or consultant who:

- Has been found to be victimising another individual for using this procedure, or deterring them from reporting genuine concerns under it.
- Made a disclosure maliciously that is known to be untrue or without reasonable grounds for believing that the information supplied was accurate.

8. Frequently Asked Questions

What if the line manager is involved in the alleged malpractice in some way?

If the line manager is involved in the alleged malpractice in some way, the matter should be raised with the next senior manager in the management line. Concerns regarding financial wrongdoing may be raised directly with the Fraud and Corruption lead and concerns relating to sexual abuse or exploitation of children, vulnerable adults, beneficiaries or any VFAN representative to the Safeguarding lead.

Can the disclosure be made anonymously?

You are strongly encouraged not to make anonymous disclosures as details and further concerns cannot then be checked with you and this may seriously limit the ability of investigators to pursue your concerns. Nonetheless, all disclosures, made anonymously or otherwise, will be reviewed but lack of information may limit the nature, extent and outcome of the investigation.

Who will conduct the investigation?

Normally an independent person from within VFAN will be appointed. On rare occasions, or for complex cases such as safeguarding, external investigation support may be sought.

What if the matter involves a criminal offence?

The issue may also be reported to the police if a criminal offence, such as fraud or theft, or sexual assault has been committed.

What if the matter is a complaint about the performance or behaviour of a manager or colleague against me?

Such complaints will be directed for action to the appropriate HR policy unless the concerns relate to concerns of sexual misconduct or other forms of malpractice listed in this policy.

9. Review of this Policy

This policy will be reviewed by VFAN's Senior Management Team on an annual basis, with any changes approved by the Board of Trustees, and with ownership of updates resting with the Head of Finance and Operations.

This policy was adopted by the Trustees of Vision for a Nation Foundation on 18th September 2018.



John Knodes
Trustee (Chairman)



Tony Hutton
Chief Executive



Annex A: VFAN Global Disclosure of Malpractice in the Workplace Policy Compliance Form

I have received and been briefed on the VFAN Global Disclosure of Malpractice in the Workplace Policy and fully understand my responsibilities to comply with the Policy.

Name	
Position within VFAN	
Signature	
Date	