



POLICY FOR MAKING A DISCLOSURE IN THE PUBLIC INTEREST
ST JOHN AMBULANCE GHANA

St John

1. Purpose

St John Ambulance Ghana is committed to openness, probity and accountability. In line with this commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns.

We have a policy for making a disclosure in the public interest to make sure that employees, contractors working on our premises, suppliers, those providing services under a contract with us in their own premises, beneficiaries and volunteers feel confident and are able to raise concerns and to question and act upon concerns (This policy is sometimes called a whistleblowing policy).

2. Policy Statement

2.1. Scope

The concerns covered by the policy for making disclosures in the public interest are:

- conduct which is an offence or a breach of law,
- failure to comply with a legal obligation,
- disclosures related to miscarriages of justice,
- health and safety risks, including risks to the public as well as other employees,
- damage to the environment,
- the unauthorised use of public funds,
- possible fraud and corruption,
- sexual, physical or other abuse of children or vulnerable adults,
- other unethical conduct and
- actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

2.2. General Statements

3. Scope of the policy

3.1. Who the policy is for

All staff and volunteers who carry out work for St John Ambulance Ghana. The policy also applies to third parties that work with us such as clients, beneficiaries, funders, customers and suppliers.

3.2. What are the fundamental elements of this policy?

All staff are protected from victimisation, harassment or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain.

- Any disclosures will be investigated fully including interviews with all the witnesses and other parties involved.
- Anonymity: Normally individuals should make disclosures internally. The identity of the whistleblower will be protected at all stages in any internal matter. While the organisation can provide internal anonymity, it cannot guarantee this will be retained if external legal action flows from the disclosure.
- Whilst the firm encourages whistleblowers to identify themselves, anonymous calls will nevertheless be taken seriously and investigated fully. However, the effectiveness of any whistleblowing enquiry may be limited where an individual chooses not to be identified.

3.3. Raising the concern

Individuals may raise a concern through various channels including:

- In the first instance, and where possible, the matter should be reported to the Coordinators for resolution.
- The Chief Executive
- An HR Manager
- A Board or Council member
- As a last resort, St John International

4. Possible outcomes after reporting a concern

There will be no adverse consequences for anyone who reports a whistleblowing concern in good faith. However, any individual found responsible for making allegations maliciously or in bad faith may be subject to disciplinary action.

The following actions may be taken after investigation of the concern;

- Disciplinary action (up to and including dismissal) against the wrongdoer dependant on the results of the investigation; or;
- Disciplinary action (up to and including dismissal) against the whistleblower if the claim is found to be malicious or otherwise in bad faith; or

- No action if the allegation proves unfounded.

The whistleblower will be kept informed of progress and the outcome of the investigation, within the constraints of maintaining confidentiality or observing legal restrictions generally. A confidential record of the steps taken will be kept and this will be in accordance with the St John Ambulance Ghana Data Protection Policy.

Responsibilities

Staff and volunteers are encouraged to raise concerns about any issue or suspicion of bad practice as soon as you know about it. It is hoped that matters can be handled by the line manager, at least in the first instance, and indeed can be resolved informally. In certain cases, matters may be escalated to raise concerns about serious malpractice.

The Council has overall responsibility to ensure that the whistleblowing policy is in place and works in practice, and that all matters reported are thoroughly investigated. All serious matters and fraud will be reported to St John International after investigation.

5. Training and Communication

All stakeholders will be informed about the whistleblowing policy. A summary will be well publicised to staff, volunteers, beneficiaries, customers, suppliers and funders.

Policy Implementation Notice

This is the policy statement of:

The St John Ambulance Ghana

The overall and final responsibility for this policy is that of:

The Board or Council of the St John Ambulance Ghana

Signed by Chairman:

Date:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Chief Executive Officer

Policy review date:

1st May 2019

I have read the above policy statement and understand its contents and will act accordingly:

Signed by employee/volunteer:

Date:

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