



## **Whistleblowing Policy**

### **Purpose**

Perfect Aim Archery is committed to conducting its activities with honesty, integrity, and transparency. This policy provides a clear framework for staff, volunteers, and partners to raise genuine concerns about wrongdoing within the organisation without fear of victimisation or disadvantage.

### **Scope**

This policy applies to:

- Employees, volunteers, session leaders, and casual staff.
- Contractors, agency workers, and suppliers.

Concerns may include (but are not limited to):

- Criminal activity (e.g., theft, fraud).
- Breaches of health and safety law or practices.
- Discrimination, harassment, or bullying.
- Breaches of company policies or professional standards.
- Attempts to conceal wrongdoing.

Safeguarding concerns about children and young people should be raised under the organisation's Safeguarding Policy.

### **Principles**

- Good Faith: Concerns should be raised honestly and with reasonable belief.
- Confidentiality: Identities will be protected wherever possible.
- Protection from Retaliation: No individual will be victimised for raising a concern in good faith.
- Fairness: Investigations will be carried out objectively and fairly.

### **How to Raise a Concern**

- Step 1: Raise the concern with your line manager.
- Step 2: If you feel unable to approach your line manager, contact the company director.
- Step 3: If you feel unable to approach the above contact the most senior person in the company you feel able to approach.
- Step 4: If the concern remains unresolved, or if it involves senior management, you may escalate externally to a relevant authority (LADO, AGB).

## **Investigation Process**

- Concerns will be acknowledged within 5 working days.
- An impartial investigation will be carried out, proportionate to the seriousness of the concern.
- Findings and actions will be shared with the whistleblower where appropriate.
- Where wrongdoing is substantiated, corrective or disciplinary action will follow.

## **Roles & Responsibilities**

- All Staff/Volunteers: Responsibility to speak up if they witness malpractice.
- Line Managers: First point of contact, responsible for recording and escalating concerns.
- The company director: Oversees whistleblowing concerns, ensures fair process, and proper record keeping.

## **Protection & Support**

- Individuals raising concerns in good faith will not face dismissal, disciplinary action, or detrimental treatment.
- False or malicious allegations may result in disciplinary action.
- Advice and support are available, including external whistleblowing advice services.

## **Review**

This policy will be reviewed to ensure it remains fit for purpose and aligned with legislation and best practice.

## **Contacts**

- ❖ Internal Contacts:
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