



Kate's Training CIC

Whistleblowing Policy

1. Introduction

This policy and procedures are designed to provide guidance to all trustees, staff or volunteers at Kate's Training CIC, who may from time to time feel that they need to raise certain issues relating to our organisation with someone in confidence. Kate's Training CIC recognises the importance of this policy and will offer staff and volunteers support and assistance in the use of the procedure.

2. Definition

This procedure will apply in cases where an employee or volunteer genuinely and in good faith believes that one of the following has occurred or may occur within Kate's Training CIC:

- a criminal offence including fraud
- a person is failing to comply with any legal obligation
- a miscarriage of justice
- the health and safety of any individual is being endangered
- the welfare or safety of a child is at risk
- the environment is being damaged
- information tending to show any matter above is being deliberately concealed.

3. Scope

3.1 This procedure is appropriate where the employee or volunteer has genuine concerns about malpractice, unsafe or unlawful activities within Kate's Training CIC. It is not designed or intended to replace or be used as an alternative to the grievance procedure. An employee who is aggrieved about his or her own personal situation should utilise the grievance procedure. Volunteers should utilise the complaints procedure. Employees who are worried about wrongdoing may not have any personal issues of concern but may have concerns about the company. If so, consideration should be given to use of this policy and procedure.

3.2 Employees or volunteers should be aware that the policy will apply where an employee or volunteer reasonably believes that the information disclosed and any allegations contained in it are substantially true. If any disclosure is made in bad faith, (for instance in order to cause trouble for someone the employee dislikes within Kate's Training CIC), or concerns information which is not substantially believed to be true, or if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of the Kate's Training CIC disciplinary procedures. It may constitute gross misconduct for which summary dismissal is the sanction. Any individual acting in breach of the policy by victimising a worker, trustee or volunteer for making a disclosure under the procedure will be subject to disciplinary action.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



4. Procedures - What an employee or volunteer should do

- 4.1 To raise or discuss any issues, as described above, the employee or volunteer should contact the CEO/Volunteer Manager who will treat the matter in strict confidence.
- 4.2 If, because of the nature of the disclosure, the employee or volunteer does not feel comfortable making a disclosure to their CEO/Volunteer Manager, the employee or volunteer should speak or write to a different member of the Board of Trustees who will treat the disclosure in confidence. The details of the Board members will be provided to all staff and volunteers. The Trustees would then make a decision how to handle this matter. Volunteers will have second contact provided.
- 4.3 It is likely that an investigation will be necessary, and the employee or volunteer may be required to attend a disciplinary or investigative hearing as a witness. They will be supported throughout the process.
- 4.4 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If he/she believes that he/she has suffered any such treatment, he/she should inform the Chair of Trustees immediately/ any Trustee from the Board.
- 4.5 The person accused must not threaten or retaliate against whistleblowers in any way. If he/she is involved in such conduct, he/she may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue him/her personally for compensation in an employment/industrial tribunal.

5. Summary

Please feel free to reach out to any Board member with questions about this or any other Policies. Please email: support@katestraining.uk and mark email as 'Strictly Private and Confidential', call 01617062276 or message/WhatsApp 07362512257. We would like to ensure that our staff and volunteers are happy and can talk to the Board members about any concerns. We also appreciate any feedback, and we do take seriously your voice.

This policy should be read alongside our other organisational policies. This policy will be reviewed annually from the approval date and as and when required.

Policy Team: Kate Gorski, Piko Choi, Damian Gorski, Katherine Metcalfe.

Last review: 25/11/2025