



Worried that something is seriously wrong in your workplace?

**Call us now!** Tel: **01785 827736** or email: **[inconfidence@alliedhealthcare.com](mailto:inconfidence@alliedhealthcare.com)**

**ALLIED WHISTLEBLOWING CHARTER** Because Ethics and Governance matters!



## The Policy

Allied Healthcare Group encourages a free and open culture in dealings between its officers, employees and all people with whom it engages in business and legal relations. In particular, we recognise that effective and honest communication is essential if concerns about breaches or failures in our service are to be effectively dealt with and the Company's success ensured.

Our charter has been developed in line with the Public Interest Disclosure Act 1999. It gives any individual the opportunity to voice any concerns which will be heard and fully investigated without fear of reprisal. This Act was introduced to provide a framework of legal protection to individuals who disclose information exposing malpractice and matters of a similar concern.

Workers who in good faith raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns.

## Who can use our Charter

Our charter is designed to provide guidance to all those who work with or within Allied and who may from time to time feel that they need to raise certain issues relating to the Company with someone, in confidence. We want all employees to feel confident about voicing and acting on their concerns.

Our charter also applies to external individuals including our suppliers, contractors and clients.

## Aims of our Charter

### **The charter aims to:**

- Encourage you to question any action or behaviour that you feel is inappropriate and to raise the concern in line with the whistleblowing charter.
- Provide a confidential point of contact where you can raise any concerns that you may have and receive feedback on any actions taken.
- Assure you that any concerns raised will be fully investigated and appropriate action taken.
- Reassure you that you will be protected from any form of detriment or disadvantage as a result of any concerns raised in good faith.
- Provide you with a variety of other methods to take your complaint further.

## What the Allied Charter covers

Malpractice, abuse and wrongdoing can cover a whole range of issues. Please find detailed below some examples:

- Inappropriate or improper conduct;
- Abuse of children or vulnerable adults;
- Any unlawful act, whether criminal (e.g. theft in a clients home) or a breach of the civil law (e.g. slander or libel);
- Health and safety risks, including risks to other employees, our clients and the general public;
- Unauthorised use of public funds (e.g. expenditure for improper use);
- Fraud and corruption (e.g. housing benefit fraud);
- Breach of Company policies and procedures;
- Failure to comply with Government and Professional standards (e.g. National Minimum Standards/Care Quality Commission/Care and Social Services Inspectorate Wales / Scottish Commission for Regulation of Care); and
- Discrimination on the grounds of race, gender, colour, ethnic or national origin, marital status, religious beliefs, disability, age, sexuality, or marital status.

Any disclosures that are made in the following circumstances may constitute a disciplinary offence, which could result in gross misconduct and dismissal:

- Disclosures made in bad faith i.e. to cause disruption;
- Disclosures that you do not substantially believe to be true; and
- Disclosures made for personal gain.

### **The charter does not:**

- Apply to raising grievances about a personal situation; or
- Replace existing procedures for personal differences and conflicts.

If you have any concerns in this area please do not hesitate to contact the Human Resources Department on 01785 810600.

## Whistleblowing Procedure

If your concern or suspicion falls into any of the above applicable categories and is genuine and not malicious, then you should follow the procedure on the following page.

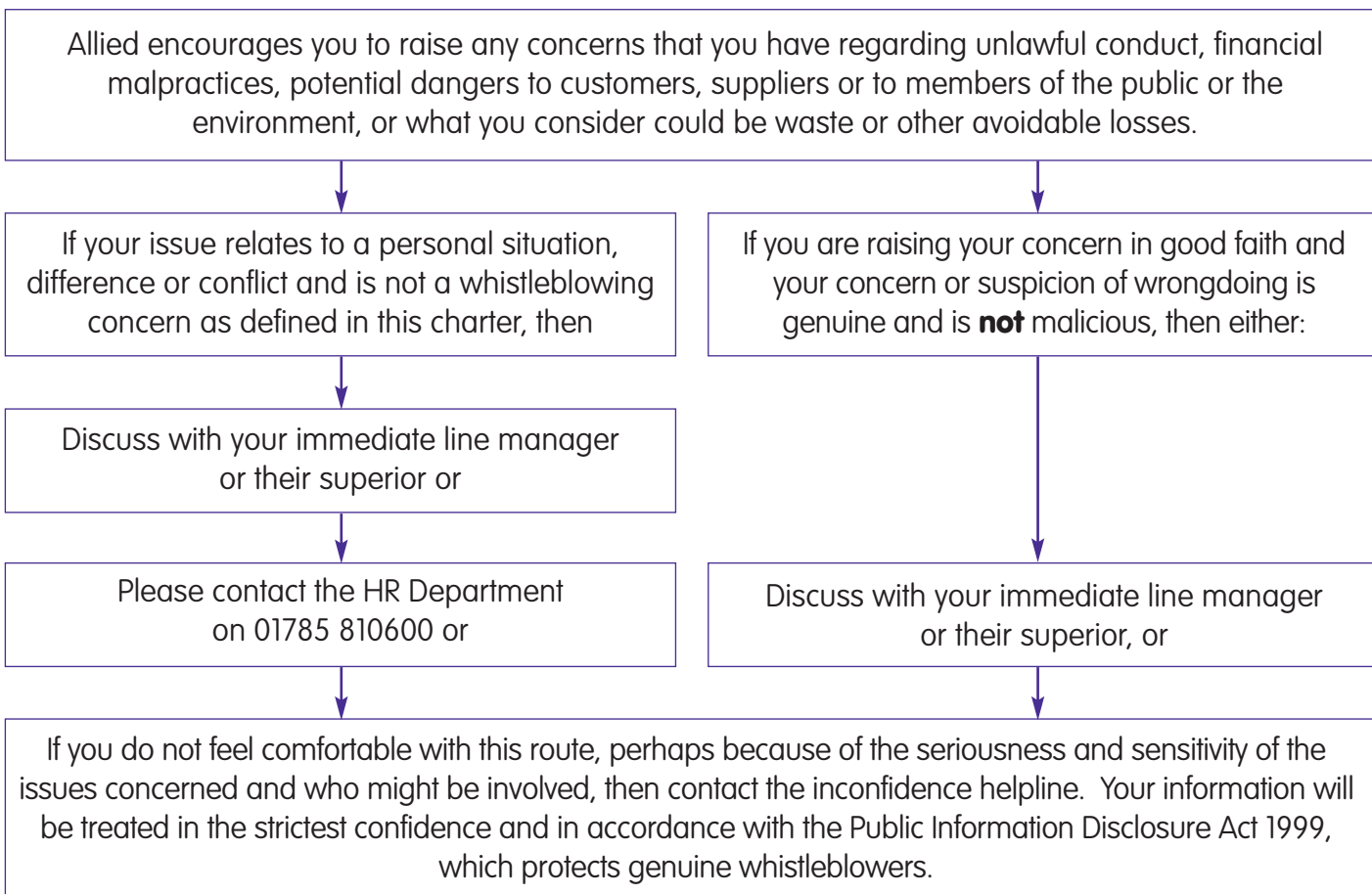
## Who to contact if you are not satisfied

If you are unhappy with the progress or outcome of an investigation you can contact one of the following organisations or any organisation that you feel will be able to deal with your concerns:

- Our Audit Committee Chairperson, by writing to:  
245 Park Avenue, 39th Floor, New York, NY, 10167
- The Audit Commission's Public Interest Disclosure Line:  
0845 052 2646
- Unison: 0845 355 0845

If taking a concern outside the Company, employees should not disclose any confidential information unless they are doing so in accordance with the Whistleblowing Charter.

## Whistleblowing Flow Chart



### WHISTLEBLOWING PROCEDURE

- Call the Inconfidence Helpline on 01785 827736 or email [inconfidence@alliedhealthcare.com](mailto:inconfidence@alliedhealthcare.com) and speak to a trained member of the inconfidence team.
- If the nature of your call is such that you do not feel comfortable calling the Helpline, you can call the Responsible Officer (Amanda Hayward – Group Internal Audit Manager) on 01785 810 600.
- Be prepared to give as much detail as you can, including the reasons why you are particularly concerned.
- You will not necessarily have to prove the breach or failure has/will occur, as you may only be raising a suspicion.

#### **We promise to:**

- Respect your confidentiality;
- Listen, document and acknowledge your concern(s);
- Conduct a full investigation;
- Make an assessment as to future action; and
- Keep you informed and advise you of the final outcome.



## **Allied Healthcare Group Ltd**

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