

Policy Name:	Whistleblowing Policy
Policy Ref:	POL/WB/WB/CC/0012
Who it applies to:	Staff, Volunteers, Board members, trustees, Accredited Centre staff, CILEX learners, CILEX members and/or other associated persons
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Policy Type:	Corporate
Policy Owner:	Corporate Compliance Manager
Approved By:	Corporate Policy Review Panel (CPRP)
Equality Impact Assessment Screened	Yes
Contractual Terms and Conditions, which will be changed following legal requirements.	No
Company Policy relates to:	Group

## Whistleblowing Policy

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# Introduction

This Policy forms part of the Chartered Institute of Legal Executives' (CILEX) internal control and corporate governance arrangements. CILEX means here the Chartered Institute of Legal Executives and its subsidiaries.

The CILEX board is committed to ensuring that effective policies operate throughout CILEX.

This policy follows the guidance set out in legislation including any contractual elements. This policy is not contractual but is intended as a statement of current CILEX strategy and its commitment to operate a fair procedure, taking into account statutory and other guidelines. CILEX therefore reserves the right to amend this policy and procedure as necessary, to meet any changing requirements.

This policy explains what is meant by whistleblowing, how a concern can be raised and to whom, how it will be investigated, confidentiality, and what will happen if a disclosure has been made maliciously. Further details can be found in the accompanying Whistleblowing Procedure.

CILEX is committed to promoting and maintaining the highest level of ethical standards in relation to all its business activities. Its reputation for maintaining lawful business practices is of paramount importance and this Policy is designed to preserve these values.

CILEX has a zero-tolerance policy towards bribery, corruption and other wrongdoing and is committed to acting fairly and with integrity in all its business dealings and relationships and implementing and enforcing effective systems to counter bribery. This Policy should be read in conjunction with the Anti-Bribery and Corruption Policies and Fraud Policies.

## Purpose and scope of the policy

Whistleblowing is a term used when an individual discloses information relating to suspected wrongdoing or bad behaviour and/or the covering up of wrong doing or bad behaviour.

The aim of this policy is to encourage a culture of openness and create an environment in which whistle-blowers can have confidence that they will be protected and supported if they make a disclosure to us in good faith.

CILEX recognises that errors and problems can occur, and it wants individuals to feel able to report them when they do. This policy (and relevant procedure) is about enabling an individual to feel confident about reporting concerns and, where they have a reasonable belief that wrongdoing or bad behaviour has occurred or is likely to occur. Examples include but as not limited to:

- a risk to the health or safety of an individual;
- environmental damage;
- a miscarriage of justice;
- offer or acceptance of a bribe or facilitation payment;
- incidence of potential learner malpractice;
- incidence of potential CILEX accredited centre malpractice and/or maladministration;
- matters affecting the reputation of CILEX qualifications;
- An illegal action which may or may not be considered as criminal offence;
- failure to comply with a legal obligation;

- knowledge or suspicion that money laundering activity has taken place;
- concealment of any information relating to the above;
- acted in a way that leads to any of the above, bringing the organisation into disrepute and/or leading to considerable public misunderstanding or corporate reputational damage.

Raising a concern does not mean that an individual has to provide proof of the problem, only that they have a genuine belief that something is wrong and needs looking at. If an individual is in any doubt as to whether there has been wrongdoing, they should raise the matter. We will treat the information we receive as confidential and handle it sensitively and carefully.

- For staff members:  
If you have a concern about potential wrongdoing or bad behaviour and work within CILEX, raise it with your line manager. If you feel unable to do this, for whatever reason, you may instead raise the matter with your head of department, a member of the CILEX Executive Committee, or the Group Privacy Officer ([privacy@CILEX.org.uk](mailto:privacy@CILEX.org.uk)).

- For anyone else, including CILEX learners and members:  
If you are not an employee of CILEX, contact our Group Privacy Officer ([privacy@CILEX.org.uk](mailto:privacy@CILEX.org.uk)).

You are able to raise an issue anonymously but must be aware that doing so will make it more difficult for us to carry out an investigation and update you with progress made.

- Alternatively, you could contact a whistleblowing advice line.

CILEX works with the independent whistleblowing charity 'Protect'. 'Protect' promotes accountability and good practice in the workplace by helping to ensure that concerns about wrongdoing are properly raised and addressed. Protect can be contacted on 0203 117 2520 or by email to [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk) (Website: [www.protect-advice.org.uk](http://www.protect-advice.org.uk)).

It is important to remember that, if you are employed, as a whistle-blower you are protected by law - you will not be treated unfairly or lose your job because you 'blew the whistle'. If you are unsure how to proceed or you want independent advice at any stage, you should contact Protect.

When you raise a concern, you will be asked how you think the matter might best be resolved. If you have any personal interest in the matter, we do ask that you tell us at the outset. If you are a member of staff and your concern is a personal issue, it may fall more properly within the Grievance Procedure.

This policy does not cover:

- employment disputes;
- complaints about CILEX's standard of service – refer to the CILEX Corporate Complaints Policy;
- enquiries and/or appeals of assessment decisions – see Information for Students: - Results, Enquiries and Appeals;
- complaints about a CILEX accredited centre's standard of service – in the first instance, these should be addressed using the centre's own complaints procedure. If you remain dissatisfied, contact the CILEX Accreditation Team.
- Requirements to report Suspicious Activity under Anti-Money Laundering regulations.

We will support whistle-blowers who raise genuine concerns in good faith under this policy, even if those concerns turn out to be mistaken.

## Responsibilities

The main message of this policy is that if an individual has a concern, he/she should express it.

If an individual needs help to do this, they should ask a colleague or manager to help them.

It is the responsibility of the Corporate Compliance Manager to ensure that this policy is reviewed annually. The policy will be revised as necessary to take account of stakeholder feedback, recommendations from the regulatory authorities, changes in legislation, or other relevant factors.

## Legal Obligations

The statutory and/or regulatory directives on which this policy is based are the General Data Protection Regulation (GDPR); the [Employment Rights Act 1996](#); the [Public Interest Disclosure Act 1998](#)<sup>1</sup>; [The Whistleblowing Commission – Code of Practice](#); [The Money Laundering, Terrorist Financing and Transfer of Funds \(Information on the Payer\) Regulations 2017](#) (“the Regulations”);

## References

The following CILEX Group Corporate policies fall within the reach of this policy:

- [Anti-Bribery & Corruption Policy](#)
- [Fraud Policy](#)
- [Data Protection Policy](#)
- [Corporate Complaints Policy](#)
- Results, Enquiries and Appeals Policy
- Grievance & Malpractice Policy
- Conflicts of Interest Policy
- Freedom of Information Policy
- Managing incidents and breaches Policy
- Gifts and Hospitality Policy
- Modern Slavery Policy
- Safeguarding Policy
- [Suspicious Activity Reporting – Anti-Money Laundering](#)

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<sup>1</sup> Please note that the Public Interest Disclosure Act 1998 is applicable to paid workers only. See the Whistleblowing Procedure for guidance.