

**Blue Ventures
Conservation**

39-41 North Road,
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www.blueventures.org

Registered charity
#1098893

Blue Ventures Whistleblowing and Reporting

Guidance and Procedure

Background Blue Ventures is committed to delivering benefits through our programmes and we place great importance on the rights of our partner communities, partner organisations, our beneficiaries and our people. In order to create a safe, considerate and positive working culture we have developed policies that guide you in your work. These policies, along with the laws of the country that you work in and the customs and culture of the communities that we partner should be understood and upheld by all Blue Ventures staff. We want Blue Ventures to be an open, self-critical and transparent organisation and we have created a reporting procedure and committee to support this.

Reporting If you believe that Blue Ventures or a Blue Ventures employee is involved in any form of wrongdoing that compromises our work, is incompatible with our mission or partner community interests or is illegal,

such as:

1. committing a criminal offence;
2. failing to comply with a legal obligation;
3. endangering the health and safety of an individual;

4. environmental damage;
5. failing to respect partner community customs and culture;
6. failing to comply with Blue Ventures' policies e.g. child and vulnerable adult protection, personal harassment, bribery or fraud;
7. concealing any information relating to the above;

you should communicate your concerns to the Safeguarding and Reporting Committee (report@blueventures.org) using email or Intranet.

If you do not have access to email and internet you can send a message to the committee via SMS or WhatsApp to +44 07909 525 410. The committee will then contact you to help you make the report.

The investigation Your report will be sent directly to all members of the Safeguarding and Reporting Committee. The committee comprises senior managers and trustees of Blue Ventures and has the authority to investigate all reports of wrongdoing. The committee will treat all reports with complete confidence and will begin an investigation. As part of their investigation the Safeguarding and Reporting Committee will refer to BV policies and rules, national legislation, local and regional customs as well as taking advice from relevant authorities and organisations.

Information for BV Employees We encourage you to report any wrongdoing at work. We will take all reports seriously and commit to investigate all reports thoroughly. The UK Public Interest Disclosure Act 1998 gives employees protection from suffering a detriment or having their contract terminated for 'whistleblowing,' we extend this protection to all staff in all countries unless the national law exceeds this act. However, if the procedure has not been invoked in good faith (e.g. for

malicious reasons or in pursuit of a personal grudge), and the investigation concludes that the report was malicious or vexatious, then you may be subject to disciplinary action.