

BSI Whistleblowing Arrangements Code of Practice (PAS 1998:2008)

Checklist

Issue	Yes	In part	No	Explanation
<p>The Policy</p> <p>1. The organisation’s policy conforms to good practice (see 0.3) and:</p> <p>a) give examples of the types of concerns to be raised, so distinguishing Whistleblowing from grievances;</p> <p>b) gives the option to raise concerns outside of line management;</p> <p>c) provides access to an independent helpline offering confidential advice;</p> <p>d) offers option to raise concerns in confidence;</p> <p>e) explain when concerns may safely be raised outside (e.g. with a regulator); and</p> <p>f) prohibits (i) reprisals against bone fide whistle-blower, and (ii) the making of a false allegation maliciously.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>			
<p>Buy –in</p> <p>2. Those in charge have been briefed on the role of management and openness, confidentiality, anonymity and trust (see 3.3, 3.4, 3.5, 3.6, 4.1 and 5.3)</p>	<p>√</p>			
<p>The right start</p> <p>3. Practicalities, feedback, safeguards and misuse are consulted on (see 4.2, 4.3, 4.4, 4.5, 4.6, 4.8, 4.10 and 4.11)</p> <p>4. the role of sub-contractors is considered (see 4.3)</p> <p>5. Line managers brief employees on the arrangements when rolled out and updated (see 5.1)</p>	<p>√</p> <p>√</p> <p>√</p>			

<p>Communication and Confidence 6. The organisation undertakes activity to promote staff awareness of the arrangements (see 5.2 and 5.4) 7. Employees confidence, knowledge and experience of the arrangements are assessed (see 6.4)</p>	<p>√ √</p>			<p>Briefing sessions to be completed after adoption of the Policy Will be completed through E-Learning solution</p>
<p>Briefing/Training 8. Line and senior managers are briefed on their roles under the policy (see 5.5 and 5.7) 9. Designated officers with a role in handling concerns are briefed and trained (see 5.6 to 5.8)</p>	<p>√ √</p>			
<p>Logging concerns 10. Concerns raised formally through the whistle-blowing arrangements are recorded and logged centrally (see 5.9)</p>	<p>√</p>			
<p>Reviewing the arrangements 11. The effectiveness of the arrangements is reviewed by those charged with governance e.g the Audit Committee (see 6.2)</p>	<p>√</p>			