

## Whistle blowing policy

The law provides protection for workers who raise legitimate claims about specified matters. These are called “qualifying disclosures”. A qualifying disclosure is one made in the public interest by a worker if you believe that the company is involved in any form of wrongdoing such as:

- committing a criminal offence;
- failing to comply with a legal obligation;
- endangering the health and safety of an individual;
- environmental damage; or
- concealing any information relating to the above.

You should in the first instance report any concerns to your line manager or Director of Works, who will treat the matter with appropriate confidentiality, which will be respected at all times within the limits of the process. In the event that you suspect your line manager or Director of Work to be involved in the wrongdoing, then you should report your concerns to the Province Treasurer. In most cases you should not find it necessary to alert anyone externally. A response should be given within 15 working days.

If you decide not to report your concerns to your line manager, Director of Works or Province Treasurer you may take them direct to the appropriate organisation or external body, for example, the Police, the Local Authority Designated Officer, the Environment Agency, Health and Safety Executive or Social Services Department. In any case, we would strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are 020 3117 2520 (<https://protect-advice.org.uk/documents/protect-formerly-public-concern-at-work-whistleblowing-code-of-practice/>)

The Public Interest Disclosure Act 1998 prevents anyone from suffering a detriment as a result of raising a concern in good faith and we take very seriously any concerns which may be raised under this legislation. If you believe that you have suffered any such detrimental treatment, you should inform your line manager, Director of Works or Province Treasurer as soon as possible.

No one must threaten or retaliate against whistle-blowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

Anyone is encouraged to use the procedure if they are concerned about any wrongdoing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then you may be subject to such disciplinary sanction as may be appropriate in the circumstances.

The policy will be formally reviewed at least every three years.

Approved by the trustees on 10 September 2024

Review Date: September 2027

*Applies both to the Jesuits in Britain CIO (operational from 1 April 2025) and to the Society of Jesus Trust of 1929 for Roman Catholic Purposes (registered charity 230165)*