

CEL Whistleblowing Policy

Purpose of this policy

- To encourage you to feel confident and safe in raising concerns and disclosing information;
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken;
- To ensure that you receive a response where possible to your concerns and information disclosed;
- To reassure you that you will be protected from penalisation or any threat of penalisation.

Scope

This policy applies to all employees and volunteers of Camara Education Ltd (CEL).

Please note that should you have a concern in relation to your own employment or personal circumstances in the workplace it should be dealt with by way of our Grievance Policy. Likewise concerns arising in regard to workplace relationships should generally be dealt with through our Dignity at Work policy.

It is also important to note that this policy does not replace any legal reporting or disclosure requirements. Where statutory reporting requirements and procedures exist these must be complied with fully.

What is Whistleblowing?

Whistleblowing occurs when an employee/volunteer raises a concern or discloses information which relates to wrongdoing, illegal practices or unethical conduct which has come to his/her attention through work.

Our whistle-blowing policy is intended to encourage and enable employees and volunteers to raise concerns within our workplace rather than overlooking a problem or “blowing the whistle” externally. Under this policy an employee or volunteer is entitled to raise concerns or disclose information without fear of penalisation or threat of less favourable treatment, discrimination or disadvantage.

Our Commitment

This organisation is committed to maintaining an open culture with the highest standards of honesty and accountability where our employees and volunteers can report any concerns in confidence.

What types of concerns can be raised?

A concern or disclosure should relate to a relevant wrongdoing such as possible fraud, crime, danger or failure to comply with any legal obligation which has come to your attention in connection with your employment and about which you have a reasonable belief of wrongdoing.

Reportable misconduct may have happened, be happening, or be likely to happen. Misconduct is reportable irrespective of the seniority of staff implicated.

Reportable acts include the following suspected activities and/or dangers at work (this list is not exhaustive):

- breach of CEL internal policies and procedures;
- failure to comply with any legal obligations or regulatory requirements;
- incidences of fraud or theft;
- incidences of bribery or corruption;
- incidences of money laundering;
- incidences of contracting with, or funding, a terrorist organisation;
- irregularities with procurement;
- abuse of position at CEL to obtain personal benefits;
- a criminal offence or planned criminal offence;
- deliberate and serious endangerment of an individual's health and safety;
- incidences of bullying, harassment, misconduct or discrimination;
- unauthorised disclosure of confidential information;
- environmental damage; and/or
- concealment of information on any of the above.

What types of concerns should not be raised under this Procedure?

A personal concern, for example a grievance around your own contract of employment would not be regarded as a whistleblowing concern and would be more appropriately processed through our Grievance Policy.

Safeguards and Penalisation

An employee/volunteer who makes a disclosure and has a reasonable belief of wrongdoing will not be penalised by this organisation, even if the concerns or disclosure turn out to be unfounded.

Penalisation includes suspension/dismissal, disciplinary action, demotion, discrimination, threats or other unfavourable treatment arising from raising a concern or making a disclosure on the basis of reasonable belief for doing so.

If you believe that you are being subjected to penalisation as a result of making a disclosure under this

procedure, you should inform your manager/senior manager immediately.

Employees/Volunteers who penalise or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

Employees/Volunteers are not expected to prove the truth of an allegation. However they must have a reasonable belief that there are grounds for their concern. It should be noted that appropriate disciplinary action may be taken against any worker who is found to have raised a concern or raised a disclosure with malicious intent.

Confidentiality

CEL is committed to protecting the identity of an employee/volunteer raising a concern and ensures that relevant disclosures are treated in confidence. The focus will be on the wrongdoing rather than the person making the disclosure.

However there are circumstances, as outlined in the Protected Disclosures Act 2014, where confidentiality cannot be maintained particularly in a situation where the employee/volunteer is participating in an investigation into the matter being disclosed. Should such a situation arise, we will make every effort to inform the employee/volunteer that his/her identity may be disclosed.

Raising a Concern Anonymously

A concern may be raised anonymously. However on a practical level it may be difficult to investigate such a concern. We would encourage employees and volunteers to put their names to allegations, with our assurance of confidentiality where possible, in order to facilitate appropriate follow-up. This will make it easier for us to assess the disclosure and take appropriate action including an investigation if necessary.

Procedure

Raising a Concern

Who should you raise your concern with?

As a first step, appropriate concerns should be raised with your line manager. However should you not wish to use this route, for example given the seriousness and sensitivity of the issues involved, you should approach the Global HR Manager or another member of the Leadership team.

See Appendix 1 for Leadership team details.

If you wish to email your concern please email HR@camara.org providing as much detail as possible.

If you wish to raise a concern anonymously please send a letter to the Global HR Manager, Chapelizod Industrial Estate, Dublin 20.

How to raise a concern

Concerns may be raised verbally or in writing. Should you raise a concern verbally we will keep a written record of our conversation and provide you with a copy after our meeting. Should you raise a concern in writing we would ask you to give the background and history of the concern, giving relevant details, insofar as is possible, such as dates, sequence of events and description of circumstances.

The earlier you express the concern the easier it will be for us to deal with the matter quickly.

Having raised your concern with us, we will arrange a meeting to discuss the matter with you on a strictly confidential basis. We will need to clarify at this point if the concern is appropriate to this procedure or is a matter more appropriate to our other procedures, for example our Grievance or Dignity at Work procedures.

You can choose whether or not you want to be accompanied by a colleague or other representative. With regard to confidentiality, it is important that there should be an awareness of respecting sensitive organisational information, which, while unrelated to the disclosure, may be disclosed in the course of a consultation or investigation process.

How we will deal with your disclosure

Having met with you in regard to your concern and clarified that the matter is in fact appropriate to this procedure, we will carry out an initial assessment to examine what actions we need to take to deal with the matter. This may involve simply clarifying certain matters, clearing up misunderstandings or resolving the matter by agreed action without the need for an investigation.

If, on foot of the initial assessment, we conclude that there are grounds for concern that cannot be dealt with at this point, we will conduct an investigation which will be carried out fairly and objectively. The form and scope of the investigation will depend on the subject matter of the disclosure.

Disclosures may, in the light of the seriousness of the matters raised, be referred immediately to the appropriate authorities. Likewise, if urgent action is required (for example to remove a health and safety hazard), this action will be taken.

It is important to us that you feel assured that a disclosure made by you under this policy is taken seriously and that you are kept informed of steps being taken by us in response your disclosure.

In this regard we undertake to communicate with you as follows:

- We will acknowledge receipt of your disclosure and arrange to meet with you as outlined above;
- We will inform you of how we propose to investigate the matter and keep you informed of actions, where possible, in that regard including the outcome of any investigation, and, should it be the case, why no further investigation will take place. However it is important to note that sometimes the need for confidentiality and legal considerations may prevent us from giving you

specific details of an investigation.

- We will inform you of the likely time scales in regard to each of the steps being taken but in any event we commit to dealing with the matter as quickly as practicable.

It is possible that in the course of an investigation you may be asked to clarify certain matters. To maximise confidentiality such a meeting can take place off site and you can choose whether or not to be accompanied by a colleague or other representative.

The investigation will be undertaken by the HR Manager with assistance from a senior leadership team member.

The findings and recommendations of which will be shared with the CEL CEO who will make the final decision as regards how to proceed.

Depending on the disclosure and circumstances, the CEL Board may be required to be involved in the investigation process or to assist in the decision making process.

Where a concern is raised or a disclosure is made in accordance with this policy, but the allegation is subsequently not upheld by an investigation, no action will be taken against the employee/volunteer making the disclosure and the employee/volunteer will be protected against any penalisation. It is important to note that if an unfounded allegation is found to have been with malicious intent, then disciplinary action may be taken in accordance with our Disciplinary Policy.

How the matter can be taken further

The aim of this Policy is to provide an avenue within this workplace to deal with concerns or disclosures in regard to wrongdoing. We are confident that issues can be dealt with “in house” and we strongly encourage all employees and volunteers to report such concerns internally.

We acknowledge that there may be circumstances where an employee wants to make a disclosure externally, and the legislation governing disclosures — [The Protected Disclosures Act 2014](#) — provides for a number of avenues in this regard.

It is important to note however that while you need only have a reasonable belief as to wrongdoing to make a disclosure internally, if you are considering an external disclosure, different and potentially more onerous obligations apply depending on to whom the disclosure is made.

The following protections are available to all workers making a protected disclosure:

- Right of take action through the Civil Courts;
- Immunity from Civil Liability where an employee making a disclosure suffers detriment;
- Making a protected disclosure does not constitute a criminal offence;
- Right of confidentiality.

Appendix 1

Leadership Team:

- CEL CEO - John Fitzsimons (johnfitzsimons@camara.org)
- CCO - Jean Cox-Kearns (jeancoxkearns@camara.org).
- Global HR Manager - Lorna Burke (lornaburke@camara.org)
- Finance Director - Maria O' Brien (mariaobrien@camara.org)
- Head of Partnerships - Steven Daly (steven@camara.org)
- Head of Education - Mathieu Lacasse (mathiuelacasse@camara.org)
- Head of Africa Operations - Lotta Kinnunen (lottakinnunen@camara.org)
- CEO, Camara Ireland - Marianne Checkley (mariannecheckley@camara.org)