



Whistleblower Policy

The Lambourn Junction Community Interest Company
The Blue House
Station Road
Lambourn
RG17 8P

1. Introduction

The Lambourn Junction Community Interest Company (hereinafter referred to as "the Company") is committed to maintaining the highest standards of integrity and accountability. As part of this commitment, the Company encourages all volunteers to report any concerns or suspected wrongdoing within the organisation.

2. Purpose

The purpose of this Whistleblower Policy is to provide a mechanism for volunteers to raise concerns about any irregularities, unethical behaviour, or violations of the Company's policies and procedures.

3. Scope

This policy applies to all volunteers and individuals associated with The Lambourn Junction Community Interest Company.

4. Reporting Procedures

If a volunteer has a reasonable belief that a violation or misconduct has occurred, they are encouraged to report the concern promptly. Reports can be made in writing or verbally and should be addressed to [Designated Contact Person]. The contact information for the Designated Contact Person will be made available to all volunteers.

5. Confidentiality

Reports made under this policy will be treated with the utmost confidentiality to the extent allowed by law. The Company will not tolerate any form of retaliation against individuals who, in good faith, report concerns.

6. Investigation Process

Upon receiving a report, the Designated Contact Person will initiate an impartial and thorough investigation. The Company will strive to complete the investigation within a reasonable timeframe, taking into account the complexity of the issue.

7. No Retaliation

The Company prohibits any form of retaliation against volunteers who report concerns under this policy. Any volunteer found to engage in retaliatory actions will be subject to disciplinary action.

8. False Reports

Knowingly making false accusations or providing false information with malicious intent is strictly prohibited. Volunteers who make false reports may be subject to disciplinary action.

9. Reporting to External Authorities

In cases where the concern involves illegal activities, the Company reserves the right to report the matter to the appropriate external authorities.

10. Review and Update

This Whistleblower Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. Any updates will be communicated to all volunteers.

11. Non-Exclusivity

This policy is not intended to replace any existing reporting mechanisms or rights available to volunteers under applicable laws.

12. Contact Information

For reporting concerns under this Whistleblower Policy, please contact any of the Directors of the Company.

Acknowledgment:

By volunteering with Lambourn Junction CIC, you acknowledge that you have read, understood, and agree to abide by this policy.

Document Control

- Policy approved on: 8 December 2023
- Next review date: 7 December 2024

Change Control

- 2023-12 - Policy revised and updated