

Pulborough Angling Society Whistleblowing Policy

Introduction:

Pulborough Angling Society (PAS) is committed to maintaining the highest standards of integrity and ethical conduct in all aspects of its operations. As part of this commitment, PAS encourages its members, employees, volunteers, and stakeholders to report any concerns they may have regarding wrongdoing, unethical behavior, or violations of laws or regulations. This Whistleblowing Policy is intended to provide guidance on how to report such concerns and ensure that they are addressed promptly and appropriately.

Scope:

This policy applies to all members, employees, volunteers, contractors, and stakeholders of Pulborough Angling Society. It covers any concerns related to misconduct, fraud, corruption, violations of laws or regulations, or any other unethical behavior that may harm the interests of PAS or its stakeholders.

Reporting Procedure:

Internal Reporting:

- a. Any individual who becomes aware of potential wrongdoing or unethical behavior should report their concerns promptly to their immediate supervisor or another appropriate member of management.
- b. Reports can be made verbally or in writing, and individuals are encouraged to provide as much detail and supporting evidence as possible to facilitate an effective investigation.
 - c. If for any reason an individual is uncomfortable reporting their concerns to their supervisor or feels that their supervisor may be involved in the alleged misconduct, they should report directly to the PAS President or another member of the Board of Directors.

Anonymous Reporting:

- a. PAS recognizes that individuals may be reluctant to come forward with their concerns due to fear of retaliation or other reasons. Therefore, PAS provides an anonymous reporting mechanism through which concerns can be raised without revealing the identity of the reporter.
- b. Anonymous reports can be submitted via email or through a designated reporting hotline, which will be maintained by an independent third party to ensure confidentiality.

c. While anonymous reporting is encouraged in cases where individuals feel uncomfortable disclosing their identity, providing contact information can assist in conducting a more thorough investigation.

External Reporting:

a. If an individual believes that their concerns have not been adequately addressed internally or if they are uncomfortable reporting within PAS, they have the right to report their concerns to external authorities or regulatory bodies.

b. PAS will not tolerate any form of retaliation against individuals who make a good faith report of misconduct, whether internally or externally.

Investigation Process:

Upon receiving a report of potential wrongdoing, PAS will promptly initiate an investigation to gather all relevant facts and evidence.

The investigation will be conducted impartially and confidentially, with due regard for the rights of both the individual raising the concern and the subject(s) of the investigation.

PAS will take appropriate corrective action based on the findings of the investigation, which may include disciplinary action, termination of employment or membership, restitution, or referral to law enforcement authorities.

Throughout the investigation process, PAS will make every effort to protect the confidentiality of those involved, subject to legal requirements and the need to conduct a thorough investigation.

Protection Against Retaliation:

PAS is committed to protecting individuals who report concerns of wrongdoing or unethical behavior from any form of retaliation. Any retaliation against whistleblowers will be treated as a serious violation of this policy and may result in disciplinary action, up to and including termination of employment or membership.

Non-Retaliation Pledge:

All members, employees, volunteers, and stakeholders of PAS are expected to cooperate fully with investigations into reports of wrongdoing or unethical behavior and to refrain from engaging in any form of retaliation against individuals who make good faith reports.

Review and Compliance:

This Whistleblowing Policy will be reviewed periodically by the Board of Directors to ensure its effectiveness and compliance with applicable laws and regulations. Any

updates or revisions to the policy will be communicated to all members, employees, volunteers, and stakeholders of PAS.

Conclusion:

Pulborough Angling Society is committed to fostering a culture of transparency, integrity, and accountability, and this Whistleblowing Policy is an essential component of that commitment. By encouraging individuals to come forward with their concerns and providing a clear process for reporting and investigation, PAS aims to maintain the highest ethical standards in all aspects of its operations.