

Whistleblowing Policy

1. Policy Statement

NAMSS is committed to the highest standards of integrity, transparency and accountability. We encourage the Executive Board of Trustees and all members to report any concerns about wrongdoing, malpractice or risk without fear of reprisal. This policy outlines the process for raising such concerns (commonly referred to as “whistleblowing”).

NAMSS values its role as a trusted organisation and strives to maintain an ethical and responsible operational framework. With the recognition that transparency and accountability are cornerstones of effective governance, NAMSS has developed this policy to ensure that concerns about integrity are addressed constructively.

2. Scope

This policy applies to all individuals involved with NAMSS in any capacity. It covers concerns including, but not limited to:

- Criminal activity or fraud
- Breaches of legal or regulatory obligations
- Health and safety risks
- Safeguarding failures
- Misuse of NAMSS funds or resources
- Bullying & Harassment (see also [Bullying & Harassment](#))
- Attempts to conceal any of the above

This policy is not intended for grievances about personal employment matters.

3. Raising a Concern

Concerns should be raised with the Deputy Chair via reporting@namss.ac.uk. If the concern involves this individual, it may be escalated to the Chair of the Board via the same email. Please include the following:

- Your full name and contact details
- A clear description of the concern
- Individuals involved or affected
- Any relevant evidence or documentation

All concerns will be treated seriously and confidentially.

4. Investigation and Response

- **Acknowledgement:** You will receive an acknowledgement email within 5 working days.
- **Investigation:** An impartial Executive member will be allocated to investigate your report.

- **Response:** NAMSS will endeavour to complete the investigation within 28 days subject to the complexity of the concern. A written response will be provided on completion of the investigation.

Where appropriate, NAMSS may involve external agencies such as the Charity Commission or law enforcement.

4. Protection for Whistleblowers

NAMSS will not tolerate harassment, victimisation or retaliation against anyone raising a concern in good faith. Protection is provided under the Public Interest Disclosure Act 1998. False allegations made maliciously may lead to disciplinary action.

5. Monitoring and Review

This policy will be reviewed every 3 years or following any serious incident that indicates a need for change, in line with significant changes in legislation or best practice.

Last Reviewed: July 2025	Next Review Due: July 2028
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