



Whistleblowing Policy

1. Interpretation

The following definitions and rules of interpretation apply in this Policy (unless the context requires otherwise).

Definitions:

Association: The British Association of Sport and Exercise Sciences (“**BASES**”).

BASES Staff: Anyone employed by BASES, or working for BASES on a voluntary basis or otherwise (including senior managers, paid staff, volunteers, agency staff, students).

Board: The Board of Directors of the Association.

Chair: The Chair of the Board of Directors

Code of Conduct: The Code of Conduct of the Association in force from time to time.

Disciplinary Policy: The Disciplinary Policy of the Association from time to time in place.

Equal Opportunities Policy: The Equal Opportunities Policy of the Association from time to time in place.

Grievance Policy: The Grievance Policy of the Association from time to time in place, found in the staff handbook.

Members: A member of the Association including Fellows.

Safeguarding and Welfare Policy: The Safeguarding and Welfare Policy of the Association from time to time in place.

Stakeholders: BASES Staff and Members.

2. Introduction

- 2.1. This Policy applies to all Members and all BASES Staff.
- 2.2. BASES is committed to creating an open, transparent and safe working environment where workers feel able to speak up. Stakeholders can often be the first to know when an individual within BASES is doing something illegal or improper or where there is any serious malpractice associated with the services being offered by BASES. We take all forms of malpractice very seriously and therefore, if you are suspicious of or if you have knowledge of wrongdoing, we believe that it is in nobody's interests for you to remain silent and you should raise this with your line manager or, if appropriate, the Board.
- 2.3. The Public Interest Disclosure Act 1998 protects staff who report wrongdoing within the workplace, but it is the aim of this policy to ensure that as far as possible our Stakeholders are able to tell us about any wrongdoing at work, which is in the public interest, that they believe has occurred or is likely to occur.
- 2.4. We recognise that Stakeholders may not always feel comfortable about discussing their concerns internally, especially if they believe that BASES itself is responsible for the wrongdoing.
- 2.5. The aim of this policy is to ensure that Stakeholders are confident that they can raise any matter with BASES that concerns them, in the knowledge that it will be taken seriously, treated as confidential with complete anonymity, so far as is reasonably practicable, and that no action will be taken against them, where genuine concerns are raised.
- 2.6. Stakeholders are encouraged to use the procedure set out below if they have any concerns at all about wrongdoing at

work, including any criminal offence, failure to comply with legal obligations, failure to comply with the Equal Opportunities Policy, failure to comply with the Code of Conduct, failure to comply with the Safeguarding and Welfare Policy, a miscarriage of justice, a health and safety danger, an environmental risk, an act of bribery or corruption or a concealment of any of these.

3. The Process

Step one

- 3.1. In the first instance discuss the matter with your line manager. An informal approach to a line manager will be treated as completely confidential and will not result in any report to anyone within BASES unless you agree. If you do not feel able to discuss the matter with your line manager, perhaps because they are implicated, you must take your concerns to a member of the Board. You may approach any member of the Board with your concerns.

Step Two

- 3.2. If the matter requires further investigation, the line manager/Board will investigate your concerns and report back to you within ten working days. The line manager/member of the Board that you approach with your concerns may seek assistance from another member of the Board when carrying out the investigation, to ensure your concerns are investigated thoroughly. You will be informed of the outcome of the investigation and what, if any, action has been taken. If this is not possible due to the length of the investigation required, you will be advised of this by the line manager/Board. Some concerns may be resolved by agreed action without the need for an investigation.

Step Three

- 3.3. Depending on the nature of the issue, BASES may need to involve external authorities. Where this is necessary, we reserve the right to make such a referral without your consent.

Step Four

- 3.4. If you are not satisfied with the resolution proposed or implemented by your line manager, you have a right of appeal to the Chair of the Board. If the matter involves the Chair of the Board, or if you initially approached the Chair of the Board with your concerns, then the appeal should be made to the Deputy Chair. If you wish to appeal, you must do so in writing to the Chair of the Board, or Deputy Chair if appropriate, within five days of receiving the initial decision from your line manager/ the member of the Board that you approached.

4. Protection

- 4.1. BASES undertake that no member of staff who makes a *bona fide* (genuine, made in good faith) report under this procedure will be subjected to any detriment as a result, in accordance with the Employment Rights Act 1996, s47B. In the event that you believe you are being subjected to a detriment by any person within BASES as a result of your decision to invoke the procedure, you must inform the Chair of the Board immediately and appropriate action will be taken to protect you from any reprisals.
- 4.2. We are keen to hear any concerns that staff may have about wrongdoing at work and encourage you to use the procedure described wherever possible.

5. Malicious Intent

- 5.1. If a complaint is deemed to be vexatious, malicious, blatantly untrue, or for made for some other unacceptable motive, it may constitute a breach of the Association's Code of Conduct. In such circumstances, Members may be subject to the Association's Disciplinary Policy for Members, along with any witnesses who have deliberately misled the Board during the investigation process. BASES Staff who make a complaint for some unacceptable motive may be subject to the Association's Disciplinary Policy for BASES Staff, contained in the staff handbook.

6. Further Advice

- 6.1. In the event that you are unsure whether you should raise an issue under this policy, you can talk in complete confidence to the Chair for advice. Alternatively, you may speak to the Deputy Chair if your concerns involve the Chair.
- 6.2. This policy is not intended to deal with personal issues relating to individual terms and conditions or issues relating to the treatment of a member of staff by colleagues or a manager. BASES Staff may address such issues using the Grievance Policy, contained in the staff handbook.

7. Monitoring

- 7.1. BASES will:
- maintain accurate and current records as required by legislation or as good practice.
 - annually consult with Divisions to consider how well the policy is being implemented, and to review its content every two years.

8. Implementation

- 8.1. BASES will:
- as and when BASES deems it necessary and appropriate, and in BASES' sole discretion, provide advice and training on the implementation of this Policy; and
 - implement the disciplinary procedure found in the Disciplinary Policy in relation to breaches of this Policy.

9. Review of policies and procedures

- 9.1. The Policy will be reviewed by the Board on the first anniversary of its adoption and every two years hereafter, in accordance with clause 7.1(b). The purpose of each review will be to ensure that the Policy remains appropriate to the aims of the Association.
- 9.2. BASES will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice as the professional body for sport and exercise science.

Approved by the BASES Board 15 November 2021