



MEDICAL STAFFING

**POLICY NUMBER: 7**

**POLICY TITLE:**

**POLICY ON WHISTLE-BLOWING**

**THE PURPOSE OF THIS POLICY:**

- To make it clear that the Employment Business encourages the reporting of all suspicious, illegal or dangerous activities involving Temporary Staff or other staff.
- To make it clear that those reporting such activities will be able to do so without fear of intimidation or reprisal.
- To make it clear that all such matters will be dealt with in strict accordance with the law and that all steps required will be taken to keep the source of the report confidential.

**POLICY CONTENT:**

**THE EMPLOYMENT BUSINESS WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:**

- The following are examples of the types of incidents that the Employment Business wants to be informed of:
  - All criminal or suspicious activities involving a temporary worker or client.
  - All witnessed or suspected cases of malpractice.
  - All cases where either a temporary worker or a client or a patient is abused, defrauded or exposed to risk.
- The following are the people that the Employment Business encourages to report about the type of incidents mentioned above:
  - All Temporary workers.
  - Any person involved with the Employment Businesses staff or clients.
  - All of the Employment Businesses
  - Group clients.
  - Anybody that becomes aware of such an incident.
- Serious incidents or allegations must be made directly to [complaints@a24group.com](mailto:complaints@a24group.com)
- In all cases, the identities of the parties involved will remain strictly confidential. Any person making a report will be informed of this.

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**THE EMPLOYMENT BUSINESS WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:**

<p><b>When an event has been reported.</b></p>	<ul style="list-style-type: none"><li>- After receiving a report, the appropriate senior manager at the Employment Business will make discreet and confidential enquiries to establish if the report needs to be investigated.</li><li>- All reports will be taken very seriously and will not be dismissed unless the contrary has been reasonably proven.</li><li>- As soon as the initial enquiries have been completed, the party about who the report was made will be informed that an investigation is taking place into the matter.</li><li>- If the matter does not constitute a serious offence, then Employment Business will use its normal internal personnel and client procedures to settle the matter.</li></ul>
<p><b>Procedure for serious matters</b></p>	<ul style="list-style-type: none"><li>- If the matter is of a serious nature, the Employment Business undertakes to follow the following procedure, and adapt it to the specific requirements of a situation whenever reasonably required:<ul style="list-style-type: none"><li>- If the employment business feels that it is appropriate then the alleged offence will be reported to the police.</li><li>- All temporary workers allegedly involved in the offence will be removed from that area of work. A decision may also be taken to exclude them from our live register, until resolution.</li><li>- All such temporary workers will be informed of nature of the enquiry and of the rights and obligations that they have in the matter. These temporary workers will not be treated as if they were guilty of the alleged offence.</li><li>- The Employment Business will notify the administrators of the appropriate protection registers and bodies if the alleged offence requires it. This specifically includes the POVA and POCA registers.</li><li>- The 'No secrets' document of the Department of Health applies to alleged POVA offences. The Employment Business has a separate policy regarding this document which will be followed in such cases.</li></ul></li></ul>

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|  | <ul style="list-style-type: none"><li>- The Employment Business will involve all the concerned parties in a full investigation into the alleged offence. The Employment Business will also try to get input from any third parties that may assist in establishing the truth of the matter.</li></ul> |
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**POLICY NUMBER: 12**

**POLICY TITLE:**

<b>POLICY ON WHISTLE-BLOWING</b>
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**THE EMPLOYMENT BUSINESS WILL STRIVE TO ACHIEVE THE ABOVE PURPOSE BY FOLLOWING AND IMPLEMENTING THE FOLLOWING GUIDELINES:**

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|  | <ul style="list-style-type: none"><li>- If the Employment Business finds that the alleged offence has indeed occurred, or has in all probability occurred, then the Employment Business will take the appropriate action against those concerned and report the matter to all parties it is obliged to by law.</li><li>- If it becomes clear that the alleged offence did not occur and then all actions taken against Temporary workers will be reversed.</li><li>- If it becomes clear that the alleged offence was contrived and maliciously reported by the accusing party, the accusing party will be subject to the appropriate action by the Employment Business.</li></ul> |
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**END OF POLICY**