

Whistleblowing Policy and Procedure for matters relating to CIPD qualifications

1. Purpose

CIPD is committed to maintaining the highest standards of quality, honesty and accountability where individuals can disclose any legitimate concerns in respect of CIPD qualifications in confidence. An individual may decide to make a whistleblowing disclosure to us to prevent harm or to hold an organisation to account and CIPD takes all such disclosures very seriously. This document sets out the procedure by which you can report any concerns and should be read in conjunction with the CIPD Malpractice and Maladministration Policy.

2. Definition

Whistleblowing is a term used where an individual raises concerns about inappropriate, underhand or illegal practices within their organisation, or an associated organisation, in the public interest or when an individual discloses information relating to malpractice or wrongdoing and/or the covering up of malpractice or wrongdoing.

Whistleblowing is distinct from complaints, grievances and employment disputes. A complaint is defined as an expression of personal dissatisfaction and should be submitted in accordance with our Complaints Policy. Employment disputes should be pursued directly with the employer or other responsible body and we cannot take action over such disclosures.

3. Scope

This policy and procedure applies to individuals that do not work for CIPD, including centre staff involved in delivery and assessment, candidates registered on CIPD qualifications, and consultants and third parties affiliated with CIPD who wish to make certain disclosures to CIPD relating to:

- the development, delivery and award of CIPD qualifications
- assessment arrangements on CIPD qualifications
- other matters likely to be of relevance or interest to CIPD in our role as an Awarding Organisation.

4. Confidentiality

We will always endeavour to keep a whistleblower's identity confidential where asked to do so, although we cannot guarantee this and we may need to disclose your identity to:

- the police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- the courts (in connection with court proceedings)
- another person to whom we are required by law to disclose your identity.

Please note that although we endeavour to keep the identity of the whistleblower confidential, we cannot prevent their identity from being revealed because, for example, the circumstances surrounding the situation/incident points to them or because it is obvious via a process of elimination.

5. How to make a whistleblowing disclosure

To make a disclosure to CIPD, you will normally need to complete the whistleblowing reporting form (RWB). We will send you an initial acknowledgement that we have received your disclosure.

On the whistleblowing reporting form we will normally ask you to provide as much of the evidence that you have seen as possible to support your disclosure.

Disclosures will only be protected by legislation where the information being disclosed tends to show one or more of the following had occurred or is likely to occur:

- a criminal offence
- a failure to comply with a legal obligation
- financial malpractice
- negligence
- a miscarriage of justice
- the endangering of an individual's health and safety
- damage to the environment
- deliberate concealment of information relating to any of the above.

We will consider each disclosure of information sensitively and carefully, and decide upon an appropriate response. We may share with third parties information received in the disclosure where we consider it necessary to do so (see 4. above on Confidentiality).

In most cases, we will keep you updated as to what action is being taken in response to your disclosure. We will normally send you an update within 28 working days of receiving your disclosure, but this may take longer if the issue is particularly complex.

After the initial review of the concern, CIPD may deal with the protected disclosure in accordance with our Malpractice and Maladministration and/or Complaints Policy.

While we are prepared to investigate issues which are reported to us anonymously and/or by whistleblowers, we shall always try to confirm any disclosures by means of a separate investigation before taking the matter up with whom the disclosure relates.

If a person wishes to raise a concern about CIPD to the Regulator, they should follow that persons' Whistleblowing Policy/Procedure.

6. Contact us

Whistleblowing disclosures can also be made to our Regulations Manager, Annie Matthews, on 0208 612 6526 and by email to a.matthews@cipd.co.uk or by post to:

Regulations Manager
Chartered Institute of Personnel and Development
151 the Broadway
London
SW19 1JQ