

# Whistleblowing Policy

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Yeovil Town Community Sports Trust ('YTCST') is committed to the highest standards of openness, integrity, and accountability. In line with that commitment, we encourage employees, volunteers, and other stakeholders who have serious concerns about any aspect of the Trust's work to come forward and voice those concerns.

## 1. Purpose

The purpose of this policy is to provide a procedure for employees, volunteers, and other stakeholders to report concerns about suspected wrongdoing, malpractice, or unethical behavior within YTCST. This policy is intended to ensure that any concerns raised are handled appropriately and confidentially, and that individuals are protected from retaliation.

## 2. Scope

This policy applies to all employees, volunteers, trustees, contractors, and any other stakeholders associated with YTCST. It covers concerns relating to unlawful conduct, financial malpractice, dangers to health and safety, damage to the environment, improper conduct or unethical behavior, and any other conduct that may damage the reputation of YTCST.

## 3. Whistleblowing Procedure

- a. If you have a concern about suspected wrongdoing or malpractice, you should raise it with your immediate manager or supervisor. If the concern relates to your manager, or you feel that your concern has not been addressed, you should escalate the matter to the CEO or a member of the Board of Trustees.
- b. Concerns may be raised verbally or in writing. If the concern is raised in writing, it should include as much detail as possible to enable a thorough investigation.
- c. All concerns will be treated seriously and investigated promptly. The individual raising the concern will be informed of the outcome of the investigation, subject to legal and confidentiality constraints.

#### 4. Confidentiality

YTCST is committed to maintaining confidentiality for any individual who raises a concern under this policy. All reasonable steps will be taken to protect the identity of the whistleblower, unless disclosure is required by law.

#### 5. Protection Against Retaliation

YTCST will not tolerate any form of retaliation against an individual who raises a concern under this policy. Any employee or volunteer who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination of employment or volunteer status.

#### 6. False Allegations

If an individual makes an allegation in good faith but it is not confirmed by the investigation, no action will be taken against them. However, if an individual makes an allegation that is malicious or vexatious, disciplinary action may be taken.

#### 7. Contact Information

For further information or to raise a concern, please contact:

Jamie Phillip

**Chief Executive Officer**

Yeovil Town Community Sports Trust

Huish Park, Lufton Way, Yeovil, Somerset, BA22 8YF

[Info@yeoviltowncst.co.uk](mailto:Info@yeoviltowncst.co.uk) - 01935 677073

**Signed:** *Jamie Phillip*

Jamie Phillip, CEO, Yeovil Town Community Sports Trust

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