

# HAZELWOOD SPORTS CLUB

## Whistleblowing

### POLICY

Agreed by the Executive Committee June 2023

#### Introduction

This Whistleblowing Policy is designed to establish a mechanism for reporting and addressing any concerns, complaints, or wrongdoing within the club, which includes sports activities such as tennis, squash, a gym, and padel tennis. The policy aims to provide an avenue for individuals to report any unethical, illegal, or unsafe practices, and ensures that all concerns are handled in a confidential and unbiased manner.

#### Scope

This policy applies to all members, employees, volunteers, contractors, and individuals associated with the club, including players, coaches, staff, and visitors.

#### Reporting Mechanisms

a. Whistle blower email: A dedicated hotline or email address shall be established to receive confidential and anonymous reports. The contact information for the hotline or email address should be prominently displayed in areas accessible to all club members.

b. Designated Reporting Person: An individual shall be designated as the club's reporting person who can receive and address whistle blower reports. The identity and contact details of the designated reporting person shall be communicated to all club members and prominently displayed within the club premises.

c. Alternative Reporting Channels: In addition to the hotline or email address, individuals may choose to report their concerns directly to a senior club official or a designated member of the management team.

#### Reporting Procedure

a. Confidentiality: All reports received, whether anonymous or not, will be treated confidentially to the fullest extent possible. The club will make reasonable efforts to protect the identity of the whistle blower, if requested, while ensuring a fair and thorough investigation.

b. Reporting Content: Whistle blower reports should contain as much detail as possible, including specific incidents, dates, times, locations, individuals involved, and any supporting evidence. The more information provided, the easier it will be to investigate and address the concerns effectively.

c. Protection Against Retaliation: The club strictly prohibits any form of retaliation or adverse action against individuals who report concerns in good faith. Retaliation against whistle blowers will be treated as a serious offense and may result in disciplinary action, including termination or legal consequences.

d. False Reporting: Whistle blowers are expected to act in good faith and provide accurate information to the best of their knowledge. Knowingly making false accusations or providing misleading information may result in disciplinary action.

#### Investigation and Resolution

a. Initial Assessment: Upon receiving a whistle blower report, the designated reporting person or an appropriate committee member will conduct a preliminary assessment to determine the seriousness and credibility of the concerns raised.

b. Investigation Process: If the concerns are deemed credible, an impartial investigation will be initiated. The investigation will be carried out promptly, thoroughly, and with due respect for the rights of all parties involved.

c. Resolution and Corrective Actions: Once the investigation is concluded, appropriate actions will be taken to address the concerns identified. This may include disciplinary action, retraining, policy revisions, or any other measures necessary to prevent future occurrences.

d. Communication: The club will maintain open lines of communication with the whistle blower, providing updates on the progress and outcome of the investigation to the extent possible and within the constraints of privacy and confidentiality.

#### Retention of Records

All whistle blower reports, investigations, and related documentation will be securely retained for a specified period, as required by applicable laws and regulations.

#### Awareness and Training

The club will periodically communicate and promote awareness of the Whistleblowing Policy to all members, employees, volunteers, and contractors. Training programs may be conducted to educate individuals on recognizing and reporting concerns appropriately.

#### Policy Review

This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and compliance with changing laws and regulations. Any necessary updates will be communicated.