EYPUK Whistleblowing Policy

EUROPEAN YOUTH PARLIAMENT
UNITED KINGDOM

Policy Statement

EYPUK is committed to creating an open and transparent organisational culture, where our volunteers are able to voice their concerns. This policy provides a procedure for volunteers to disclose information about a perceived wrongdoing which is not in the public interest, including possible unlawful conduct, fraud, risks to the public or malpractice.

The aims of this policy are:

- To encourage volunteers to report suspected wrongdoing as soon as possible
- To provide volunteers with guidance on how to raise their concerns in the form of a whistleblowing disclosure
- To ensure that all disclosures are taken seriously and investigated in an appropriate manner
- To reassure volunteers that they are able to raise concerns without fear of reprisals, even if they turn out to be mistaken

Roles and Responsibilities

1. The Board of Trustees are responsible and accountable for this Whistleblowing Policy. They will:
    a) Demonstrate commitment to developing an open and transparent culture within EYPUK, through both their actions and organisational strategy,
    b) Review the Whistleblowing Policy,
    c) Appoint at least one Designated Whistleblowing Officer,
    d) Ensure that learning from whistleblowing cases is fed back into EYPUK's activity;
2. The Designated Whistleblowing Officer (DWO) is responsible for:
    a) Providing advice and support to volunteers at any stage of making a disclosure,
    b) Investigating concerns that are raised with them promptly and thoroughly,
    c) Ensuring that the Chair of EYPUK is made aware of concerns at the outset of the investigation,
    d) Reporting the outcome of investigations to the Chair of the Board of Trustees;
3. All EYPUK volunteers are responsible for:
    a) Reporting and pursuing concerns reasonably believed to be in the public interest,
    b) Following the procedure outlined by this policy to raise their concerns,
    c) Not raising any malicious or vexatious allegations relating to EYPUK or other volunteers.

Relevant Concerns

4. To make a whistleblowing disclosure, individuals must reasonably believe that one of the following has occurred, or is likely to occur:
    a) A criminal offence,
    b) Failure to comply with a legal obligation,

c) Miscarriages of justice,
d) Threats to someone's health and safety,
e) Environmental damage;

5. For any safeguarding concerns or allegations of abuse, bullying, harassment, or any other form of harm, please do not follow the procedure outlined by the Whistleblowing Policy. Please instead follow the reporting procedure outlined by EYPUK's Safeguarding Policy;
6. If you are unsure whether your concern falls within the scope of this policy, please seek further guidance from the DWO.

Information Required to Make a Disclosure

7. When making a whistleblowing disclosure under this policy, volunteers should provide the following information where possible:
    a) Details of the concern, i.e. what happened, when it happened, who was involved,
    b) The reason behind the concern, i.e. why the event has caused them concern,
    c) Whether they have already raised the concern with anyone, and their response,
    d) Any personal interests they may have in the matter;
8. Volunteers must not investigate their concerns themselves. Proof is not required when making a disclosure, just a reasonable, honest belief that wrongdoing has occurred, or is likely to occur.

Process for Making a Disclosure

9. Volunteers must report any concerns to the DWO in writing, in as much detail as possible;
10. Within five working days of the concern being raised, the DWO must alert the Chair of the Board of Trustees that a disclosure has been submitted. The DWO must also write back to the volunteer to:
    a) Acknowledge that the disclosure has been received,
    b) Set a date for a formal meeting between the DWO and volunteer to discuss the disclosure further;
11. Following the meeting, the DWO should conduct an investigation into the disclosure if they discern that it is necessary to do so. The investigation will be conducted thoroughly and promptly, and will be both objective and evidence-based;
12. The DWO will produce an investigation report to focus on identifying any issues. This should be submitted to the Chair of the Board of Trustees who will work alongside the DWO to rectify any issues and implement measures to prevent similar problems from arising in the future;
13. On conclusion of the investigation, the DWO will inform the volunteer of the outcome of the investigation and what EYPUK has done, or proposed to do, about it. If no action is to be taken, the reason for this will be explained. The volunteer should treat any information about the investigation as strictly confidential.

Confidentiality and Anonymity

14. EYPUK will treat the subject matter of any concerns received as confidential, to the extent possible, and only disclose information on a need-to-know basis;
15. Reasonable measures will be taken by the DWO to safeguard the confidentiality of whistleblowers;
16. Unfortunately, it can be difficult to investigate anonymous disclosures properly and there may be instances in which, having taken all the information available into account, EYPUK might not be able, or may consider that it is inappropriate, to pursue anonymous allegations.

Harassment and Victimisation

17. EYPUK recognises that making a disclosure can be difficult for volunteers, especially if they fear reprisal from those responsible for the wrongdoing;
18. No action will be taken against volunteers who make a disclosure in good faith, even if the individual turns out to be mistaken;
19. EYPUK will not tolerate the harassment or victimisation of anyone who makes a disclosure. Such behaviour is a breach of EYPUK's values and, if upheld following investigation, could result in sanctions for the perpetrator.

More Information and Support

20. If the whistleblower is unsatisfied with EYPUK's handling of their disclosure, they may report to the member of the European Youth Parliament's Governing Body responsible for NC Compliance, İrem Apaydin, via i.apaydin@eyp.org;
21. Volunteers may make external disclosures to the Charity Commission to raise concerns in extremely serious cases. Please note that individuals are advised to seek legal advice before making external disclosures;
22. To receive independent advice on whistleblowing, volunteers may contact Protect.

Contact Details

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Review

This policy was last reviewed by Caragh Rooney on 23/09/25

Caragh Rooney