



## 2. Aims and Scope of this Policy

### 2.1 This policy aims to:

encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice  
provide avenues for you to raise those concerns and receive feedback on any action taken  
ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied  
reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

### 2.2 The Whistle blowing Policy is intended to cover serious areas of concern, these include:

conduct which is an offence or a breach of law  
disclosures related to miscarriages of justice  
health and safety risks  
damage to the environment  
the unauthorised use of public funds  
possible fraud and corruption  
sexual or physical abuse of other members, colleagues, or public  
all forms of bullying or intimidation  
other unethical conduct.

### 2.3 Thus, any serious concerns that you have about any aspect of service provision or the conduct of officers or members of TSI or others acting on behalf of TSI can be reported under the Whistle blowing Policy This may be about something that:

makes you feel uncomfortable in terms of known standards, your experience or the standards you believe TSI subscribes to; or  
is against TSI's Standing Orders, Financial Regulations, Code of Professional Conduct, or other policies, or  
falls below established standards of practice; or  
amounts to improper conduct.

### 2.4 This policy is a part of the Code of Professional Conduct.

## 3. Safeguards against Harassment or Victimisation

### 3.1 TSI is committed to good practice and high standards and wants to be supportive of members.

### 3.2 TSI recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to TSI and those for whom you are providing a service.

### 3.3

## 5. Anonymous Allegations

5.1 This policy encourages you to put your name to your allegation whenever possible.

5.2 Concerns expressed anonymously are much less powerful but will be considered at the discretion of TSI.

5.3 In exercising this discretion the factors to be taken into account would include:

the seriousness of the issues raised  
the credibility of the concern; and  
the likelihood of confirming the allegation from attributable sources.

## 6. Untrue Allegations

6.1 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If however, you make an allegation frivolously maliciously or for personal gain, such action could be referred to the Professional Conduct Committee for action under our Code of professional Conduct.

## 7. How to raise a concern

7.1 As a first step, you should normally raise concerns with the Company Secretary, Chief executive or

8.3 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which TSI will have in mind, is the interest of members, the profession and the general public. Concerns or allegations, which fall within the scope of specific procedures (for example, child protection or discrimination issues), will normally be referred for consideration under those procedures.

8.4 Some concerns may be resolved by agreed action between the parties and the Company Secretary or the Professional Conduct Committee, without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

8.5 Within ten working days of a concern being raised, the responsible person will write to you:

acknowledging that the concern has been received  
indicating how we propose to deal with the matter  
giving an estimate of how long it will take to provide a final response  
telling you whether any initial enquiries have been made  
supplying you with information on support mechanisms, and  
telling you whether further investigations will take place and if not, why not.

8.6 The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, TSI will seek further information from you.

8.7 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a professional association representative or a friend.

8.8 TSI will take steps to minimise any difficulties, which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings TSI will arrange for you to receive advice about the procedure.

8.9 TSI accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

## 9. The Responsible Officer

9.1 The Company Secretary shall have overall responsibility for the maintenance and operation of this policy. Unless that person is the subject of the complaint, in which case the responsibility falls to the Chief Executive Officer. That officer shall maintain a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the TSI Professional Conduct Committee.

## 10. How the ma'Wsd 1wBW'C'

u a  
On nCnce; 'do'c' fdyaW nCn0..dWVW'