



HITRANS **WHISTLEBLOWING POLICY** **(Public Interest Disclosure Policy)**

Promoting Integrity, Transparency and Accountability



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1. Introduction

HITRANS is committed to maintaining the highest standards of integrity, openness and accountability in all of its activities. As a statutory Regional Transport Partnership, the organisation recognises its responsibility to ensure that its operations are conducted in accordance with the highest standards of public service and governance.

The Partnership encourages a culture in which employees, Board Members and other stakeholders feel confident in raising concerns about suspected wrongdoing or malpractice.

2. Scope

This policy applies to all individuals working for or with HITRANS including employees, Board Members, contractors, consultants, suppliers and partner organisations.

3. Legal Framework

This policy complies with the Public Interest Disclosure Act 1998 and other relevant legislation including the Employment Rights Act 1996, Bribery Act 2010, Fraud Act 2006 and Data Protection Act 2018.

4. What is Whistleblowing

Whistleblowing is the disclosure of information relating to suspected wrongdoing or unlawful activity within an organisation.

5. Principles and Protection for Whistleblowers

HITRANS will ensure concerns raised in good faith are taken seriously and that individuals raising concerns are protected from retaliation or victimisation.

6. Responsibilities

The Partnership Director is responsible for overall implementation of this policy. Managers must support an open culture where concerns can be raised safely.

7. Reporting a Concern

Concerns should normally be raised with the Partnership Director.

Where the concern relates to the Partnership Director, the matter should be reported to:

HITRANS Partnership Secretary
Email: dmackay@cne-siar.gov.uk

If the concern involves both the Partnership Director and the Partnership Secretary, it may be reported directly to the Chair of HITRANS.

8. Investigation Process

All concerns will be acknowledged and subject to an initial assessment. Investigations may be conducted internally or by an independent investigator where appropriate.

9. Protection from Victimisation

HITRANS will not tolerate retaliation against individuals who raise concerns in good faith.



10. External Reporting

In certain circumstances concerns may be reported to external bodies such as Audit Scotland or relevant regulatory authorities.

12. Awareness and Training

This policy will be communicated to employees and included within induction processes to ensure awareness.

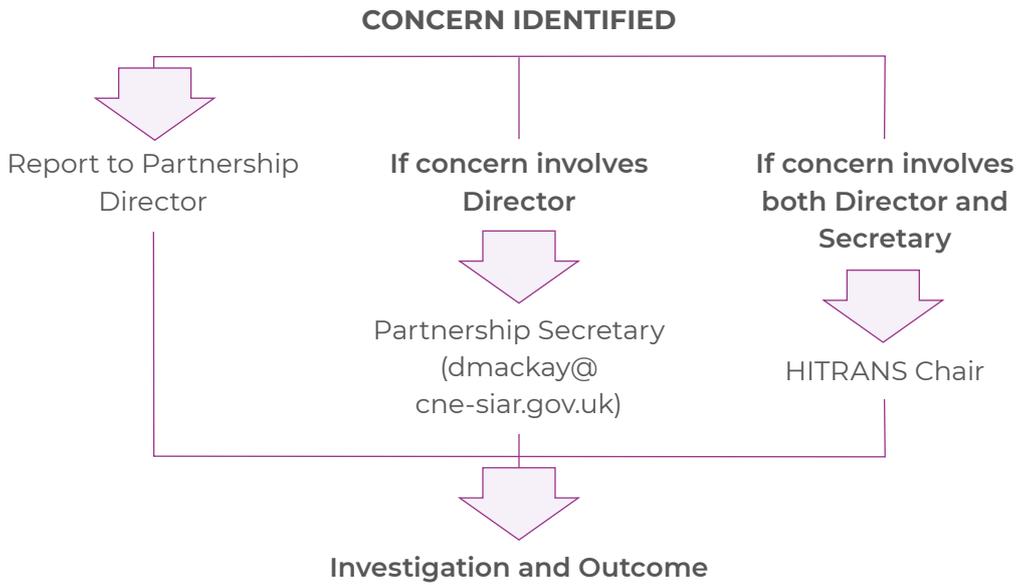
11. Record Keeping and Monitoring

Records of concerns raised will be maintained confidentially and reviewed periodically to identify trends or systemic issues.

13. Policy Review

This policy will be reviewed periodically to ensure compliance with legislation and best practice.

Whistleblowing Reporting Flow



Details of Concern: (continued)

Put in here a summary of your concern. You should say what your concern is; whom is involved; why you are concerned; when did the concern arise; if there are other people who can verify your concern. Continue on a separate page if you wish.

Signature:		Date:	
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Please send this form to the Partnership Director, unless s/he is the subject of complaint, when it should be sent to the Partnership Secretary at Comhairle nan Eilean Siar.

You will be contacted by a senior member of staff, who will confirm the process to be followed and agree how you are to be contacted in future. Whilst we shall try to keep your name as confidential as possible, please be aware that it may well be necessary to reveal it as part of the investigatory process.

Signature of Recipient of Concern:		Date:	
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Summary of Immediate Action Taken By Recipient:



The Highlands and Islands
Transport Partnership (HITRANS)

Inverness Town House
Inverness, IV1 1JJ

Phone - 01463 719002
Email – info@hitrans.org.uk