

Public Interest Disclosure (Whistleblowing) Flowchart

Employee makes the disclosure to the designated person

Initial consideration of the relevant procedure

Initial confidential guidance on the disclosure and advice on appropriate procedure to follow may be provided by the General Counsel (or other relevant personnel) outside of a formally constituted PID panel.

The designated person may also refer the matter to an appropriate external body, or determine the matter be considered under a different University policy

If there are grounds for proceeding under this procedure, a meeting will be arranged between the designated person (or their designate) and the employee to discuss their concern

The designated person may refer the disclosure to a PID advisory panel to provide additional advice

The designated person will consider all of the information available to them, and decide on the form and scope of any investigation to be undertaken (taking account of the PID Advisory Panel advice, where one has been convened)

Following any investigation, a written report of findings will be submitted to the designated person. The outcome of the investigation and recommendations may be referred to the PID Advisory Panel

The designated person will inform the employee in writing of what action, if any, is to be taken

If no action is taken or if the employee is unsatisfied with the actions proposed to be taken, the employee may (within 14 days of receipt of the notification of the outcome from the designated person) submit a written request to the Chair of the Audit and Risk Committee (if the issue falls within the purview of that Committee) or the Chair of Council that the decision be reviewed

All concerns raised will be treated as confidential
The employee will not suffer detriment if a concern is raised