



Protected Disclosure (Whistleblower) Policy

About Protected Disclosures

1. Who this policy is for:

This policy covers all workers as defined by the Protected Disclosures Act 2014 (the “PDA”), which includes employees, consultants, contractors, volunteers, trainees, work experience students, interns, part-time, full-time, casual workers and agency workers.

2. Aims of this policy:

- a. To encourage workers to report Protected Disclosures as soon as possible, in the knowledge that their concerns will be taken seriously and investigated, where appropriate, and that their confidentiality will be respected in the manner provided by the PDA.
- b. To provide workers with guidance as to how to raise those concerns.
- c. To reassure workers that they can report relevant wrongdoings without fear of reprisal.

3. What is a protected disclosure?

- a. A Protected Disclosure is defined as a disclosure of information which, in the reasonable belief of the worker, tends to show one or more ‘relevant wrongdoings’, which came to the attention of the worker in connection with the worker’s employment and is disclosed in the manner prescribed in the PDA.
- b. The motivation for making a disclosure is irrelevant to whether or not it is a protected disclosure.

4. What is a ‘relevant wrongdoing?’

- a. That an offence has been, is being or is likely to be committed;
- b. That a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the worker's contract of employment or other contract whereby the worker undertakes to do or perform personally any work or services;
- c. That a miscarriage of justice has occurred, is occurring or is likely to occur;
- d. That the health and safety of any individual has been, is being or is likely to be endangered;
- e. That the environment has been, is being or is likely to be damaged;

Blossom Ireland Community Inclusion trading as Blossom Ireland,

Registered Office: 2nd Floor Raheny Shopping Centre, Howth Rd., Raheny, Dublin 5.

Company limited by guarantee with no share capital. Company no. 575102 CHY 19621



- f. That an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur;
- g. That an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement; or
- h. That information tending to show any matter falling within any of the preceding paragraphs (a) to (g) has been, is being or is likely to be concealed or destroyed.

Reporting a Disclosure

5. Reporting Procedure:

- a. It is hoped that in many cases you will be able to make a Protected Disclosure to your line manager, as you would any other concern. However, if you feel that this is not appropriate you should report any relevant wrongdoing to the Protected Disclosures Officer (PDO) and confirm that you are making a Protected Disclosure in accordance with this policy.
 - b. Disclosures should be made in writing. The person making the disclosure will need to demonstrate and support the reasons for their concerns and provide evidence of their concerns where such evidence is available. These should be factual (to the best of their knowledge) and should address the following key points:
 - what has occurred (or is thought to have occurred)
 - when it occurred
 - where it occurred
 - who was involved
 - has it happened before?
 - has it been raised with anyone else either within the organisation or externally? If so, details of when/whom?
 - are there any other witnesses?
 - is there any supporting information or documentation?
 - how the matter came to light
6. The PDO will respond within 5 days of the disclosure and arrange to meet the worker no later than 10 working days after the initial discussion/email.

Confidentiality

7. The PDA provides that a person to whom a Protected Disclosure is made, and any person to whom a Protected Disclosure is referred in the performance of that person's duties, shall

Blossom Ireland Community Inclusion trading as Blossom Ireland,

Registered Office: 2nd Floor Raheny Shopping Centre, Howth Rd., Raheny, Dublin 5.

Company limited by guarantee with no share capital. Company no. 575102 CHY 19621



not disclose to another person any information that might identify the person by whom the Protected Disclosure was made, except where:

- a. the person to whom the Protected Disclosure was made or referred shows that he or she took all reasonable steps to avoid so disclosing any such information,
 - b. the person to whom the Protected Disclosure was made or referred reasonably believes that the person by whom the Protected Disclosure was made does not object to the disclosure of any such information,
 - c. the person to whom the Protected Disclosure was made or referred reasonably believes that disclosing any such information is necessary for
 - the effective investigation of the relevant wrongdoing concerned,
 - the prevention of serious risk to the security of the State, public health, public safety or the environment, or
 - the prevention of crime or prosecution of a criminal offence, or the disclosure is otherwise necessary in the public interest or is required by law.
8. We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.
9. Workers who are concerned about confidentiality should discuss their concerns with the PDO who can ensure that appropriate measures can then be taken to preserve confidentiality.

Investigation

10. When a Protected Disclosure is reported Blossom Ireland will determine whether or not it is appropriate to investigate the protected disclosure and if so, how the investigation should be conducted.
11. If it is concluded that a worker has made allegations without reasonably believing them to be true, or made disclosures outside of the organisation in a manner that is not prescribed in the Protected Disclosures Act, then the worker may be subject to the disciplinary procedure.

Protection and Support

12. Staff members must not penalise a worker for making a Protected Disclosure. Penalisation means any act or omission that affects a worker to the worker's detriment and includes

Blossom Ireland Community Inclusion trading as Blossom Ireland,

Registered Office: 2nd Floor Raheny Shopping Centre, Howth Rd., Raheny, Dublin 5.

Company limited by guarantee with no share capital. Company no. 575102 CHY 19621



suspension, lay-off, dismissal, demotion, loss of opportunity for promotion, transfer of duties, change of location of place of work, reduction in wages, change in working hours, the imposition or administering of any discipline, reprimand or other penalty (including a financial penalty), unfair treatment, coercion, intimidation, harassment, discrimination, disadvantage, unfair treatment, injury, damage, loss or threat of reprisal.

13. Staff members should also ensure that they do not cause detriment to another person because the other person or a third person has made a protected disclosure. A detriment in this context includes coercion, intimidation, harassment, discrimination, disadvantage, adverse treatment in relation to employment (or prospective employment), injury, damage, loss or threat of reprisal.
14. If staff members are involved in such conduct they may be subject to the disciplinary procedure.
15. If you believe that you have suffered any such treatment, you should inform the Protected Disclosures Officer immediately.

Protected Disclosure Officer Contact Details

Auveen Bell – CEO and co-founder

Blossom Ireland
2nd Floor Raheny Shopping Centre
Howth Road
Raheny
Dublin 5
D05 K718

018058090

Blossom Ireland Community Inclusion trading as Blossom Ireland,

Registered Office: 2nd Floor Raheny Shopping Centre, Howth Rd., Raheny, Dublin 5.

Company limited by guarantee with no share capital. Company no. 575102 CHY 19621