

WHISTLE BLOWING AND APPEALS EVENT POLICY

SWIM WALES
NOFIO CYMRU

#SUPERSERIES®
2020

Swim Wales wishes to conduct all business with integrity at all times. Swim Wales actively encourages the reporting of any working practices that are dangerous, illegal, unethical or fraudulent and to protect those reporting these.

Swim Wales understands that at times things go wrong and mistakes can be made. A culture of reporting and transparency in such instances is encouraged so that immediate action can be taken to remedy any mistakes or wrongdoing and that policies, procedures and practices can be amended to ensure future appropriateness.

WHAT IS WHISTLE BLOWING?

A whistle-blower is someone who reports suspected wrongdoing during the Swim Wales Super Series. This is officially called 'making a disclosure in the public interest'. Wrongdoing may include:

- Putting someone's health and safety in danger
- Damaging the environment where the event is taking place
- A criminal offence
- The organisation is not adhering to the Swim Wales Super Series Rules and Policies e.g. Submitting falsified Times
- Covering up wrongdoing

A whistle-blower is not expected to investigate any potential wrongdoing but to refer it for Swim Wales to manage and investigate further. Anyone can report any potential wrongdoing at any time.

A whistle-blower is protected by the law and will not be treated detrimentally as long as the reporting is in good faith, not malicious or for personal gain. If reporting is malicious or for personal gain, there is no protection in law. To report a potential wrongdoing please contact the Swim Wales Events Management Team using the appropriate form: swimwales-events@swimming.org

WHISTLE BLOWING SUBMISSIONS SHOULD BE MADE BEFORE THE NEXT STAGE OF THE SERIES BEGINS.

1. All reports of potential wrongdoing will be treated seriously.
2. The report will be promptly and fairly investigated.
3. Any wrongdoing that involves criminal activity will be reported to the police.
4. The whistle-blower may be interviewed and asked to provide a written witness statement setting out the nature and details of the report and the basis for it. Whistle-blowers will be asked to disclose as much supporting evidence as possible to ensure timely and effective investigation.
5. Whistleblowing can be anonymous. Swim Wales will endeavour to process this in the same way as if the identity of the whistle-blower is known. However, it may not always be possible to investigate or substantiate anonymous disclosures as fully.

6. The length and scope of the investigation will depend on the subject matter of the report. A specific time frame is not stated given the potential diversity of reports.
7. Once the investigation has been completed, you will be informed in writing of the outcome, together with our conclusions and decision in a timely manner. However, the need for confidentiality may mean you are not given specific details of the investigation or actions taken.
8. Swim Wales may on completion of the investigation report the matter to an appropriate external agency.
9. If, on conclusion of the above stages, you are dissatisfied with the outcome, you may then appeal the matter to the Swim Wales Events Management Team.
 - An Independent Appeal Panel will be convened to consider the Appeal.
 - An appeal must be made within 1 working day of receiving the outcome of the investigation
10. The Independent Appeal Panel will consider the appeal and you will be informed of the outcome of the appeal in a timely manner.
 - A specific time frame is not stated given the potential diversity of reports.
 - The decision of the Independent Appeal Panel cannot be appealed.

CONFIDENTIALITY

Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate a disclosure, we must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the disclosure. If it becomes necessary to disclose your identity, we will make efforts to inform you that your identity is likely to be disclosed. In order not to jeopardise the investigation, you are also expected to keep the fact that you have raised a concern, the nature of the concern and the identity of those involved confidential.

MONITORING AND REVIEW OF THE POLICY

This policy and its procedures will be reviewed at the end of Swim Wales Super Series 2020, to ensure that it remains fit for purpose.