



## **Tay Road Bridge Publication Scheme**

### **HELPLINE FOR EMPLOYEES - DISCLOSURE OF INFORMATION**

#### **POLICY STATEMENT**

Tay Road Bridge Joint Board is committed to operating in an open and transparent manner. It will endeavour to act with integrity and honesty in all its transactions and to be fully accountable to the public.

The Joint Board views malpractice or wrong doing of any description very seriously and welcomes any information or advice that will help to prevent this.

Employees have a duty to themselves, the Joint Board and the public to bring attention to anything happening in the workplace that might be illegal, improper or unethical. The Joint Board encourages employees to use the procedure below to disclose any concerns in order that they can be dealt with. Any allegations will be fully investigated and, if substantiated, appropriate action taken.

#### **EXAMPLES OF CONCERNS THAT SHOULD BE MADE KNOWN**

The following are a few examples of malpractice/wrong doing. It is not an exhaustive list. Anything going on in the workplace, which an employee feels uneasy about because it is "not right", is likely to be worth reporting in order that someone not directly involved can check it out.

- Theft (money, materials, equipment, consumables, etc);
- Fraud (false expenses claims, bonus returns or timesheets, inflated claims from contractors for work done/materials used, bills from suppliers for goods not delivered, etc);
- Failure to comply with legislation;
- Bribery/corruption (payments or favours to influence decisions);
- Health and Safety hazards;
- Environmental pollution;
- Gross incompetence;
- Negligence;
- Waste of resources

#### **PROCEDURE**

Ideally concerns should be able to be raised and dealt with confidentially within the Joint Board.

- 1 If you have a concern that you are happy to report to your Line Manager, you should do so.
- 2 If you feel that you cannot discuss the matter with your Line Manager, you should write or telephone either the Bridge Manager (01382 221881) or the Clerk to the Board (01382 434202).
- 3 Your Line Manager, or the Bridge Manager, or Clerk to the Joint Board, will decide (jointly if appropriate) what action is to be taken. This could include further investigations eg by Internal Audit, leading to disciplinary or legal action against any wrong doers. If the matter mainly affects you personally you might be advised to pursue it via the Joint Board's Grievance Procedures with the assistance, if required, of your trade union.

- 4 The confidentiality of your concern will be maintained where possible. If you identify yourself, appropriate advice on the outcome will be given to you where possible. If you choose to report your concern anonymously, it will still be treated seriously. However, the lack of dialogue may make investigation more difficult and render feedback impossible.
- 5 Provided a concern is reported in good faith, if the investigation finds nothing amiss, there will be no reflection on the employee concerned. However, anyone making deliberately false and malicious allegations will be subject to the Disciplinary Procedure. Similarly, threatening or trying to deter an employee from raising legitimate concerns will be regarded as serious misconduct and dealt with accordingly.
- 6 It is preferable for matters to be dealt with satisfactorily within the Joint Board. However, if you are unhappy at the progress or outcome of your concern you have the option of taking it to the Local Government Ombudsman, who may decide to carry out an independent review. If you would like more information from the Ombudsman telephone (0131) 225 5300, fax (0131) 225 9495 or write to the Local Government Ombudsman, 23 Walkers Street, Edinburgh, EH3 7HX or FREEPOST EDINBURGH EH3 0EE.

It is in the interests of the Joint Board and its employees that any external scrutiny is conducted objectively by a reputable person with investigatory powers, such as the Local Government Ombudsman, rather than by the media.