



HR Policy and Guidance

Whistleblowing and Raising a Concern

Policy Statement

Applies to Home Office and HM Passport Office

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Whistleblowing and Raising a Concern Policy

Policy Principles

1. **The Home Office** is committed to ensuring high ethical standards of conduct in all that it does. For civil servants, these standards are reinforced by the Civil Service Code. However, wrongdoing can occur. It is important that employees know what to do if, in the course of their work, they come across something that they think is fundamentally wrong, illegal or endangers others within the department or the public. The 'Whistleblowing and Raising a Concern' policy, the 'Whistleblowing and Raising a Concern Procedure for Civil Servants' and supporting guidance on the role of Nominated Officers will guide employees through the process of raising a concern, which is sometimes referred to as 'blowing the whistle'.
2. The following principles underpin the 'Whistleblowing and Raising a Concern Policy':
 - employees are encouraged to raise any concerns they may have about wrongdoing as soon as they notice it;
 - employees raising a concern will be afforded protection as detailed in the procedure;
 - all concerns will be taken seriously, and handled responsibly, professionally and in a positive manner;
 - help and support will be available to employees where concerns are raised under the 'Whistleblowing and Raising a Concern' policy and procedure.

Scope of Policy

3. This policy applies to all civil servants, including those who work in Non Departmental Public Bodies (NDPBs). Although the principles are shared, separate procedures apply for civil servants and employees of some NDPBs. In addition, service providers, such as contractors, are not explicitly covered, but the general principles outlined above still apply.

Policy Summary

4. Key areas covered by this policy and its procedures include:
 - what is a relevant concern;
 - how to raise such a concern;
 - how it will be handled;
 - confidentiality;
 - provision of protection and support to employees.

5. For further information refer to 'Whistleblowing and Raising a Concern, Procedure for Civil Servants'