Easy Read Whistleblowing Policy

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|  | "Whistleblowing" is when you tell people about something serious that should not be happening. |
|  | SERVICE aims to be honest and responsible. We expect our staff to behave properly. |
|  | If you find out someone is doing something wrong, you must tell XXXX |
|  | Please don't find it hard to talk about it.    You will not get in trouble for sharing the information. |
|  | Staff want to solve any problems.    Tell us your concerns and let us try to solve any problems before you tell anyone else. |
|  | SERVICE will not tell people that you have spoken to us about the issue, unless we really have to. |
|  | If a crime has been committed we will have to tell the police. |
|  | Please give truthful information. |
|  | Someone will be chosen to look into your complaint. |
|  | When we have investigated your complaint we will write to you to tell you what we have found. |
|  | If you have anything you would like to talk about please contact XXXX on 000000000 or email xxxxx |
|  | If you feel you cannot speak to XX, you can speak to the following people:    XXXX on XXXX |