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**Irish Waterski and Wakeboarding Federation**

**Whistle-blowing Policy**

The Irish Waterski and Wakeboard Federation (the IrWWF) is committed to dealing responsibly, openly and professionally with any concerns that volunteers may have about possible malpractice within the organisation.

**Introduction**

Strong values are at the heart of our organisation. One of our core values is integrity and our whistleblowing policy is fundamental to the maintaining this integrity. In addition, it reinforces the value the IrWWF places on volunteers to be honest and respected.

To ensure accountability and transparency it is important to have a mechanism that enables all individuals to voice concerns internally in a responsible and effective manner when they discover information which they believe shows serious malpractice. Our whistleblowing policy provides a method of properly addressing bona fide concerns that individuals within the organisation might have, while also offering whistle-blower’s protection from victimisation, harassment or disciplinary proceedings.

This policy has been designed in line with the terms of the Protected Disclosures Act 2014 (the “Act”), which sets out the framework for whistle-blowing in Ireland.

**Who does this policy apply to?**

The policy applies to all IrWWF volunteers, including committee members and board members.

**What types of concerns are covered under this policy?**

Whistleblowing is the confidential disclosure by an individual of any concern encountered in the workplace relating to a perceived risk, malpractice or wrongdoing. The IrWWF considers examples of such wrongdoing or malpractice to include:

* General malpractice – such as immoral, illegal or unethical conduct
* Danger to health and safety
* Danger to the environment
* Breach of a legal obligation
* Negligence on the part of the organisation
* Financial misconduct of the IrWWF or any of its volunteers
* Bribery, fraud and corruption
* Potential infractions of the Governance Code for Sport

A whistle-blower making a “protected disclosure” under the Protected Disclosures Act 2014 is given statutory protection.

This policy does not cover concerns or complaints about your own personal position. These concerns should be raised through the IrWWF’s grievance procedure.

**Protections under this policy**

* All volunteers are protected from victimisation, harassment or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain. Where disclosures are made in the public interest, volunteers will have statutory protection in Ireland under the Protected Disclosures Act 2014.
* Any disclosures will be investigated fully including interviews with all the witnesses and other parties involved.
* The identity of the whistle-blower will be protected at all stages in any internal matter. While the IrWWF can provide internal anonymity, it cannot guarantee this will be retained if external legal action flows from the disclosure. The IrWWF is not accountable for maintaining anonymity where the whistle-blower has told others of the alleged misdemeanour.
* Whilst the IrWWF encourages whistle-blowers to identify themselves, anonymous calls will nevertheless be taken seriously and investigated fully. However, the effectiveness of any whistleblowing enquiry may be limited where an individual chooses not to be identified.

**Process for dealing with whistleblowing disclosures**

**Internal channels**

Individuals may raise a concern through various channels:

* The Secretary of the Committee – stonesthrow.cc@gmail.com
* The President - simon.durham@talonoutdoor.com
* The Company Secretary - [cathalocaoimh.irwwf@gmail.com](mailto:cathalocaoimh.irwwf@gmail.com)

If these contacts are unavailable, or if the whistle-blower is concerned about making a disclosure to any of the above, they may make a disclosure to:

* Chairman of the Board - [dzebedeeirwwf@gmail.com](mailto:dzebedeeirwwf@gmail.com)

All whistleblowing disclosures made to the parties above will be treated as confidential and will be reported to the Board.

The whistle-blower should make it clear that they are making their disclosure within the terms of the IrWWF’s whistleblowing policy. This will ensure the recipient of the disclosure realises this and takes the necessary action to investigate the disclosure and to protect the whistle-blower’s identity.

**Adoption and review**

A summary of this document’s version history is as follows:

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| **Date** | **Purpose** | **Approved by** |
| 29 November 2021 | Original adoption | Board |
| 12 December 2022 | Annua; review | Board |
| 25 September 2023 | Annual review | Board |

This policy will be reviewed annually by the Board and updated accordingly.

Dated: 25 September 2023