



Effective Date: 01 June 2023

Introduction

The Whistleblowing Policy of the Historic Army Aircraft Flight (HAAF) outlines the procedures and protections in place to encourage and enable individuals to raise concerns about potential wrongdoing within the organization. This policy aims to create a culture of transparency, accountability, and ethical behaviour, while safeguarding the rights and well-being of whistleblowers.

Scope

This policy applies to all individuals associated with HAAF, including employees, volunteers, contractors, trustees, and other stakeholders. It covers disclosures related to illegal activities, unethical conduct, financial improprieties, health and safety risks, or any other wrongdoing that may harm the interests of HAAF or the wider community.

Principles

Confidentiality:

- HAAF is committed to maintaining the confidentiality of whistleblowers and the information disclosed, to the extent possible and permitted by law.
- Disclosure-related information shall be shared on a need-to-know basis to facilitate proper investigation and resolution.

Non-Retaliation:

- HAAF strictly prohibits retaliation against individuals who make a genuine and reasonable disclosure under this policy.
- Whistleblowers shall be protected from adverse employment actions, harassment, discrimination, or any other form of retaliation as a result of their disclosure.

Fairness and Timeliness:

- All disclosures shall be treated fairly, impartially, and with a sense of urgency.
- Investigations and subsequent actions shall be conducted promptly, ensuring due process for all parties involved.

Protection of Whistleblowers:

- HAAF shall take appropriate measures to protect the identity of whistleblowers, to the extent possible and permitted by law.
- Whistleblowers shall have access to support and advice throughout the process, including the option to seek external advice, if necessary.

Reporting Mechanisms

Internal Reporting:

- HAAF encourages individuals to report concerns internally, either to their immediate supervisor, or another designated authority.
- Individuals may report their concerns orally or in writing, ensuring that all relevant details and supporting evidence are provided.

External Reporting:

- If individuals believe that their concerns are not being appropriately addressed internally or if the matter is of a serious nature, they may make a disclosure to a relevant external authority, such as a regulatory body or legal counsel.



Investigation and Resolution

Initial Assessment:

- The HAAF board shall conduct an initial assessment of the disclosure to determine the appropriate course of action.
- This assessment may include gathering additional information, conducting interviews, or seeking expert advice.

Investigation:

- If the disclosure warrants further investigation, the matter shall be assigned to an independent investigator or an investigation team.
- The investigator(s) shall conduct a thorough and unbiased investigation, maintaining appropriate documentation of the process and findings.

Follow-up and Action:

- Upon completion of the investigation, the findings and recommendations shall be communicated to the appropriate authority within HAAF for further action.
- Corrective measures, disciplinary actions, or other appropriate steps shall be taken based on the investigation outcomes.

Communication and Feedback

HAAF shall maintain clear communication channels to provide updates and feedback to whistleblowers regarding the progress and outcomes of their disclosures, to the extent permitted by law and confidentiality obligations.

Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.