

# The Military Vehicle Trust

## WHISTLEBLOWING POLICY

The Military Vehicle Trust (MVT) is established for the public benefit and to advance the education of the public without distinction of ability, sex, sexual orientation, race or political, religious or other opinions. The charity's objects are specifically restricted to the following:

- The Trust is established for the purpose of restoring and preserving military vehicles of historical interest and the preservation of books, drawings, records, documents, sound and visual recordings, films, photographs and other media and ephemera relating to such vehicles, their history and development, and promoting and encouraging the same aim in others.

In furtherance of the above objects but not otherwise the directors shall have the power to:

- To organise, sponsor and support military vehicle and such other shows and events and encourage the appearance of historic military vehicles at public events and shows for the provision and stimulation of information, education and interest in such vehicles.

We take our responsibility seriously and continually strive to embed good practice across the organisation and beyond.

It is important that any fraud, misconduct or wrongdoing identified by the MVT officers, trustees, managers, area administrators, members and volunteers and others working with or on behalf of the charity is reported and properly dealt with. We therefore require all individuals connected with the MVT to raise any concerns that they may have about the conduct of others in the charity or the way in which our organisation and external partnership organisations are run.

This policy sets out the way in which you may raise any concerns and how those concerns will be dealt with.

### Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an individual who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the charity's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be expelled from the MVT, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

### Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing in our organisation and its activities. Officers, trustees, managers, area administrators, members and volunteers and others working with or on behalf of the charity should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue



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- No officers, trustees, managers, area administrators, members, volunteers and others working with or on behalf of the charity will be victimised for raising a matter under this procedure. This means that the continued membership and opportunities for future involvement with the MVT will not be prejudiced because they have raised a legitimate concern
- Victimisation of an individual for raising a qualified disclosure will be an offence that will result in the perpetrator being expelled from the MVT
- If misconduct is discovered as a result of any investigation under this procedure our Code of Conduct will be used, in addition to any appropriate external measures
- Maliciously making a false allegation is an offence that will result in the perpetrator being expelled from the MVT

An instruction to cover up wrongdoing is itself an offence. If told not to raise or pursue any concern, even by a person in authority such as a trustee, you should not agree to remain silent. You should report the matter to the Chair of the Board of Trustees.

### Procedure

This procedure is for disclosures about matters concerning the MVT and other external and / or partnership organisations.

**Stage 1:** In the first instance, any concerns should be raised with the General Secretary, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained. The General Secretary will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. The General Secretary will also invoke any corrective action required. On conclusion of any investigation, you will be told the outcome and what the charity has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

**Stage 2:** If you are concerned that the General Secretary is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Board of Trustees. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the Board.

**Stage 3:** If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority
- Companies House

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)



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### HOW TO MAKE A DISCLOSURE

You can contact the General Secretary by calling 0333 321 8977 and selecting option 2 to leave a message or by emailing [report@mvt.org.uk](mailto:report@mvt.org.uk) or, you can write directly to:

The Military Vehicle Trust  
Shorrock House  
1 Faraday Drive  
Fulwood  
Preston PR2 9NB

If you wish to escalate the matter to the Chair of the Board of Trustees, you can do this by email to: [chairman@mvt.org.uk](mailto:chairman@mvt.org.uk)

### Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with our data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.