

## **Whistle blowing**

Unity Trust Bank is committed to the highest standards of ethics, quality, honesty, openness and accountability.

As an employee you have an important role in helping to achieve these standards. The Bank has a whistle blowing policy to encourage employees who have serious concerns about any aspect of the Bank's work to come forward and voice their concerns.

Whistle blowing means the reporting of genuine concerns about suspected misconduct within Unity Trust Bank. It is seen as a positive act that can make a valuable and positive contribution to the Bank's efficiency and long term success.

Employees are often the first to realise when things are not as they should be. This could be where someone is doing something illegal or improper.

It is not disloyal to colleagues or the Bank to speak up. If you are considering raising a concern you should read the Bank's policy first. It explains:

- The types of issues that can be raised
- How an employee raising a concern can be protected from victimisation and harassment
- How to raise a concern and
- What the bank will do in response.

## **How to raise a concern**

You should not discuss your concerns with anyone other than those referred to in the Bank's procedure. However, you may request your trade union or professional association to raise this matter on your behalf.

You may raise your concern by telephone, in person or in writing. The earlier you express your concern can make it easier to take action. You will need to provide the following information:

- The nature of your concern and why you believe it to be true
- The background of your concern (and dates).

Although you are not expected to prove beyond doubt the truth of your concern you will need to demonstrate to the person you raise it with that you are acting in good faith and that there are reasonable grounds for your concern. You may invite your trade union representative to be present for support during any meetings or interviews in connection with the concerns you have raised.