

MOTORSPORT UK EXTERNAL WHISTLEBLOWING POLICY

1. About this policy

- 1.1 We are committed to conducting the sport with honesty and integrity, and we expect all Motorsport UK staff, Recognised Clubs and Licensed Volunteers (“Volunteers”) to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.
- 1.2 The purpose of this policy is:
- (a) To encourage Volunteers to report suspected wrongdoing of Motorsport UK staff, Recognised Clubs or Volunteers as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
 - (b) To provide Volunteers with guidance as to how to raise those concerns.
 - (c) To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
- 1.3 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. Who does this policy apply to?

- 2.1 This policy applies to Motorsport UK Licensed Volunteers who wish to report a whistleblowing concern as set out in Clause 4 of this Policy.

3. Who is responsible for this policy?

- 3.1 The Motorsport UK Legal Team has day-to-day operational responsibility for this policy and you should refer any questions about this policy to them in the first instance.

4. What is whistleblowing?

- 4.1 **Whistleblowing** is the disclosure of information which relates to suspected wrongdoing on the part of staff or Volunteers, or dangers relating to the sport. This may include:
- (a) criminal activity;
 - (b) failure to comply with any legal or professional obligation or regulatory requirements;
 - (c) danger to health and safety;



- (d) damage to the environment;
 - (e) bribery;
 - (f) facilitating tax evasion;
 - (g) financial fraud or mismanagement;
 - (h) conduct likely to damage our reputation or financial wellbeing;
 - (i) unauthorised disclosure of confidential information;
 - (j) the deliberate concealment of any of the above matters.
- 4.2 A **whistleblower** is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a **whistleblowing concern**) you should report it under this policy.
- 4.3 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated. In those cases you should use the Race with Respect or Complaints Procedure.
- 4.4 If a complaint relates to your own personal circumstances but you also have wider concerns regarding one of the areas set out at paragraph 4.1 above (for example, a breach of our internal policies), you should discuss with the Motorsport UK Case Coordinator which route is the most appropriate.
- 4.5 If you are uncertain whether something is within the scope of this policy you should seek advice from the Legal Team whose contact details are at the end of this policy.
- 5. Raising a whistleblowing concern**
- 5.1 You should raise any concerns directly to the Legal Team via legal@motorsportuk.org.
- 5.2 We will arrange a call with you as soon as possible to discuss your concern. You may engage a volunteer colleague to any meetings/calls under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.
- 5.3 We will take down a written summary of your concern and provide you with a copy after the discussion. We will also aim to give you an indication of how we propose to deal with the matter.
- 6. Confidentiality**
- 6.1 We hope that volunteers will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.



6.2 We do not encourage disclosures to be made anonymously, although we will make every effort to investigate anonymous disclosures. You should be aware that proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the Legal Team and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt, you can seek advice from Protect, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

7. Investigation and outcome

7.1 Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional discussions/meetings in order to provide further information.

7.2 In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator (or investigators) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

7.3 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation, an outcome or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

7.4 If we conclude that a whistleblower has made false allegations maliciously, the whistleblower will be subject to disciplinary action.

8. If you are not satisfied

8.1 While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

8.2 If you are not happy with the way in which your concern has been handled, you can raise it with us.

9. External disclosures

9.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the sport. In most cases you should not find it necessary to alert anyone externally.

9.2 In some circumstances it may be appropriate for you to report your concerns to an external body. It will very rarely if ever be appropriate to alert the media. We strongly encourage



you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are at the end of this policy.

- 9.3 Whistleblowing concerns usually relate to the conduct of our staff and/or volunteers but they may sometimes relate to the actions of a third party. We encourage you to report such concerns internally first, in line with this policy. You should contact the Legal Team for guidance.

10. Protection and support for whistleblowers

- 10.1 It is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support Licensed Volunteers who raise genuine concerns under this policy, even if they turn out to be mistaken.

- 10.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Legal Team immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

- 10.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

11. Contacts

Should you require support for whistleblowing, the independent whistleblowing charity Protect can be contacted as follows:

Protect (Independent whistleblowing charity)	Helpline: 020 3117 2520 Website: https://protect-advice.org.uk
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