



Public Interest Disclosure Policy

Tennis Buddies strive at all times to conduct our activities with the highest standards of integrity and honesty. It is therefore expected that all employees, members, players, volunteers and contractors maintain the highest standards in these areas in all of their undertakings with Tennis Buddies.

Employees, members, players, volunteers and contractors are encouraged to report any wrongdoing by any person associated with Tennis Buddies to David Williams on 07984 530777.

Legislation exists to protect anyone who reports wrong doing and it is the aim of this policy to ensure that, as far as possible, employees, members, players, volunteers and contractors are able to tell Tennis Buddies about any wrongdoing which it is believed has occurred, is occurring or is likely to occur.

Tennis Buddies recognise that employees, members, players, volunteers and contractors may not always feel comfortable about discussing their concerns internally, especially if they believe that the organisation itself is responsible for the wrongdoing. The aim of this policy is to ensure that employees, members, players, volunteers and contractors are confident that they can raise any matter that concerns them in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them as a result of raising that concern.

Any complaint made is encouraged to be set out in writing to **David Williams** at **racketwise@hotmail.com** any concerns at all about wrongdoing including any criminal offence, failure to comply with legal obligations, miscarriage of justice, health and safety danger, environmental risk or concealment of any of these situations.

If appropriate, employees, members, players, volunteers and contractors are encouraged to discuss the matter informally with any Tennis Buddies representative in the first instance. Any formal or informal approach to a Tennis Buddies representative will be treated as completely confidential.

If the matter requires further investigation, such an investigation will be carried out and the person making the complaint will be informed of the outcome and what, if any, action has been taken. This may of course involve meetings with the employee, member, player, volunteer or contractor raising the concern and any other person which we encourage in order to assist any investigations.

If the person raising the complaint is unhappy about the speed or conduct of the investigation or the way in which the matter has been resolved, the matter should be referred to the Lawn Tennis Association.

When the complaint has been investigated, the persona making the complaint will be informed of the result and what, if any, action has been taken.

We undertake to ensure that no person who makes a bona fide report under this policy will be subjected to any detriment, bullying or harassment from another employee, member, player, volunteer or contractor. In the event that a person believes they are being subjected to a detriment by any person within our organisation as a result of their decision to invoke the policy, the person must inform an appropriate person immediately and appropriate action will be taken.

The disclosure is not protected unless the person reasonably believes that the disclosure is made in the public interest. If it should become clear that the policy has not been invoked by the person as outlined above, for example, for malicious reasons or to pursue a personal grudge against another person or the Tennis Buddies, this will be dealt with in accordance with the company policies and may in serious cases lead to the termination of employment or exclusion of the facilities.