



Whistleblowing Policy

1. Introduction

The **Institute of Industrial Engineers & Safety Management Systems (IIESMS)** is committed to maintaining the highest standards of integrity, transparency, and accountability in all its activities. This Whistleblowing Policy outlines the procedures for reporting and addressing concerns about illegal, unethical, or improper conduct within the organisation.

2. Policy Statement

IIESMS encourages employees, members, and other stakeholders to report any concerns about illegal, unethical, or improper conduct without fear of retaliation. The organisation is committed to investigating all reports thoroughly and taking appropriate action to address any issues identified.

3. Scope

This policy applies to all employees, members, contractors, volunteers, and other stakeholders of IIESMS.

4. Definition of Whistleblowing

Whistleblowing refers to the act of reporting concerns about illegal, unethical, or improper conduct within the organisation. This may include, but is not limited to:

- Fraud or financial misconduct
- Corruption or bribery
- Health and safety violations
- Discrimination or harassment
- Environmental damage
- Breaches of confidentiality or data protection laws



5. Reporting Concerns

5.1 Internal Reporting

- Concerns should be reported to the Whistleblowing Officer. If the concern involves the Whistleblowing Officer, it should be reported to the President or another senior officer of IIESMS.
- Reports can be made in person, by phone, by email, or in writing. Anonymous reports will be accepted but may limit the ability to investigate the concern fully.

5.2 External Reporting

- If the reporter feels unable to report the concern internally, they may report it to an external authority, such as a regulatory body or law enforcement agency.

6. Protection for Whistleblowers

- IIESMS is committed to protecting whistleblowers from retaliation, harassment, or victimisation for reporting concerns in good faith.
- Any form of retaliation against a whistleblower will be treated as a serious disciplinary offence and may result in disciplinary action, up to and including dismissal.

7. Investigation

- All reports will be acknowledged within [specified timeframe, e.g., five business days].
- The Whistleblowing Officer will conduct a preliminary assessment to determine the appropriate course of action.
- A full investigation will be conducted if the preliminary assessment indicates that the concern has merit. The investigation may involve interviews, document reviews, and other appropriate methods.
- The whistleblower will be informed of the outcome of the investigation, subject to legal and confidentiality considerations.

8. Confidentiality

- All reports and investigations will be handled confidentially to the extent possible, consistent with the need to conduct a thorough investigation and comply with legal requirements.

- The whistleblower's identity will be protected unless disclosure is necessary for the investigation or required by law.

9. False Reporting

- Deliberately making false or malicious reports will be treated as a serious disciplinary offence and may result in disciplinary action, up to and including dismissal.

10. Training and Awareness

- IIESMS will provide all employees and members training on this Whistleblowing Policy.
- Information about the Whistleblowing Policy will be made available to all stakeholders.

11. Review and Updates

This Whistleblowing Policy will be reviewed regularly and updated as necessary to ensure it remains relevant and effective.

12. Contact

For questions or concerns about this Whistleblowing Policy, please contact the **Whistleblowing Officer**

Institute of Industrial Engineers & Safety Management Systems (IIESMS)

Email: [Whistleblowing Officer's Email]

Phone: +353 (0)51 311134