

Meditation in Action

Disclosure of Malpractice Policy

Purpose

At Meditation in Action, it is vital that everyone who works for us maintains the highest standards of conduct, integrity and ethics, and complies with local legislation. If a trustee, programme facilitator, participant, partner, contractor or any associated personnel has any genuine concerns about malpractice, we wish to encourage them to communicate these without fear of reprisals and in the knowledge that they will be protected from victimisation and dismissal.

NB: Associated personnel includes, but is not limited to, volunteers, programme visitors, supporters

Malpractice includes (but is not limited to) the issues listed below:

- Financial wrongdoing including theft, bribery, fraud, money laundering and donation or dana diversion
- A failure to comply with any legal obligations
- Sexual misconduct, including sexual abuse, harassment or exploitation (see Meditation in Action Safeguarding Policy)
- Abuse or exploitation of children, vulnerable adults or beneficiaries (see Meditation in Action Safeguarding Policy)
- Breach of Meditation in Action policies
- Abuse of position
- Danger to the health and safety of individuals or damage to the environment
- Improper conduct or unethical behaviour
- Activity which would bring the organisation into serious disrepute
- The deliberate concealment of information relating to any of the matters listed above

If you have a genuine concern and have a reasonable belief it is in the public interest, even if it is later discovered that you are mistaken, under this policy you will not be at risk of dismissal or from suffering any form of retribution as a result. This assurance will not be extended to an individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice. Those found to be making false allegations maliciously will have disciplinary action taken against them.

If you genuinely believe that the actions of someone who is associated with Meditation in Action could lead to or has resulted in malpractice, please follow the procedure below.

1. Raise the matter with a Meditation in Action trustee.

At the point of raising a concern it would be useful for you to share information describing:

- Whether anyone is at immediate risk of harm?
- What happened? If possible make note of dates, times, places, people.
- Who is involved?
- How do you know about it?
- When were you first concerned about it?
- Have you told anybody about it?
- Was any action taken?

2. A decision will be made on whether it is appropriate to handle such complaints via the trustees under Meditation in Action's policies or whether it is appropriate to hand the complaint to a relevant external authority. The complainant will be informed.

The complainant will be notified once the matter has been resolved, but outcomes are subject to confidentiality and may not be communicated.

Mediation in Action will take appropriate action against any trustee, programme facilitator or associated personnel who:

- Has been found to be victimising another individual for using this procedure, or deterring them from reporting genuine concerns under it.
- Made a disclosure maliciously that is known to be untrue or without reasonable grounds for believing that the information supplied was accurate.

Frequently asked questions

What if a trustee is involved in the alleged malpractice?

If a trustee is involved in the alleged malpractice, that trustee will not be involved in the investigation except for providing evidence.

Can the disclosure be made anonymously?

You are strongly encouraged not to make anonymous disclosures as details and further concerns cannot then be checked with you and this may seriously limit the ability of investigators to pursue your concerns. Nonetheless, all disclosures, made anonymously or otherwise, will be reviewed but lack of information may limit the nature, extent and outcome of the investigation.

Who will conduct the investigation?

A trustee or some trustees of Meditation in Action will be appointed. On rare occasions, or for complex cases such as safeguarding, external investigation support may be sought.

What if the matter involves a criminal offence?

The issue may also be reported to the police if a criminal offence, such as fraud or theft, or sexual assault has been committed.