



BRITISH BASEBALL FEDERATION WHISTLEBLOWING POLICY

British Baseball Federation Whistleblowing Policy

The British Baseball Federation (BBF) is an all-volunteer organisation. The British Baseball Federation requires all volunteers and members to follow the Federation's rules and regulations. However, occasionally it may be that one member of the Federation has concerns about a volunteer colleague's standards of practice.

Whistleblowing' means the reporting of suspected breaches to the British Baseball Federation rules, policies and procedures, by their fellow volunteer or member wilfully.

The aim of this policy is to encourage members of our community and others who have serious concerns about any aspect of the Federation's business to come forward and voice those concerns.

For example, it may be that they have concerns about fraud, financial irregularity, sexual harassment, misuse of British Baseball Federation assets, pursuit of material benefit or advantage in violation of conflicts of interest, danger of health, safety, or well-being of other volunteers, or other issues. Everybody has a responsibility to raise those concerns so that they can be sorted out.

The British Baseball Federation acknowledges that 'raising concerns' can be an extremely difficult and courageous thing to do. Any person who has good grounds on which to base their suspicions, even if they do not have proof, will be listened to. In most circumstances, the person wishing to raise the concerns should discuss the matter with the person in charge. If this is not possible, or the person is thought to be involved or colluding in some way, the British Baseball Federation Secretary may be contacted. The British Baseball Federation Secretary will be responsible for ensuring the concerns are looked into or passed to the most appropriate person. Depending on the nature of the concern raised, a response regarding the action taken should be supplied to the person raising it as soon as possible. It might not always be appropriate to reveal the full extent of the investigation where this relates to personal issues involving a third party.

All British Baseball Federation volunteers have a responsibility to maintain high standards. This policy aims to ensure that serious concerns are properly raised and addressed within the British Baseball Federation and are recognised as a key tool in enabling the delivery of good practice.

Volunteers who do not report anything illegal will be seen as colluding with an unacceptable practice. Such collusion could result in the volunteer being subjected to an investigation.

Any volunteer whistleblowing claim will remain confidential, unless the act crosses over to a possible criminal action (e.g., hate crime, financial fraud, cyberbullying, GDPR breaches) or there is a legal requirement to disclose the claim. If so, then the British Baseball Federation reserves the right to inform the Whistleblower the claim may be forward to the police or authorities for they to follow-up considering the seriousness of the matter.



British Baseball Federation – Whistleblowing Policy

Date Of Issue: 18.10.2022

Version Number: 2

1 Applicable

1.1 This policy is applicable to all British Baseball Federation assigned volunteers (coaches, managers, officials, National Team staff).

2 Definitions

2.1 Volunteer: Person appointed to a role or to any tasks in or by the British Baseball Federation and/or its affiliates (who is not a paid person).

2.2 Whistleblower: British Baseball Federation member and/or volunteer making the claim.

3 Procedure

3.1 The British Baseball Federation is committed to review, investigate and decide on the validity of any whistleblowing claim.

The following list of policy elements are not exhaustive:

3.1.1 British Baseball Federation volunteers should endeavour to determine less critical issues casually before they elevate to a whistleblowing grievance.

3.1.2 Except in the most serious matters a whistleblowing grievance can only be made within 90 calendar days of the actual event giving rise to the grievance. In the event that the Whistleblower neglects to observe and comply with the time limitations set up for any step of the grievance resolution procedures, the grievance may be considered agreeably settled.

3.1.3 The volunteer who files the grievance should in the first instance directly email secretary@britishbaseball.org.uk Subject: Whistleblowing and set out the allegation or grievance, the person(s) against whom the allegation is made, the exact reason that the allegation has been brought (i.e. the elements of any code of conduct, disciplinary table etc that has or have been broken) and all supporting evidence and facts available to the Whistleblower.

3.1.4 After filing, the British Baseball Federation Secretary (or appropriate Board member as determined by the President) will be assigned accordingly to review, collect, interview the person filing the grievance as outlined in the British Baseball Federation's complaints and grievance procedure.

3.1.5 If, however, more time is required the British Baseball Federation representative will advise the person making the grievance.

3.1.6 All grievances and decisions of the British Baseball Federation and its affiliates are to remain confidential by both parties, unless the law, a legal court or the police request or require otherwise.

4 Harassment or Victimisation

The British Baseball Federation is committed to good practice and high standards and to being supportive of you as a volunteer.

The British Baseball Federation recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to the organisation, your fellow volunteers and all members of the Federation.

4.1 The British Baseball Federation will not tolerate any harassment or victimisation of a Whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the Federation's anti-bullying and harassment policy.



5 Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness.

6 Anonymous Allegations

This policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

6.1 Concerns expressed anonymously are much less powerful but they may be considered at the discretion of the Federation. In exercising this discretion, the factors to be taken into account would include:

6.1.1 the seriousness of the issue raised

6.1.2 the credibility of the concern, and

6.1.3 the likelihood of confirming the allegation from other sources

7 Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, the Federation will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.