



If you witness any inappropriate behaviour, or wrongdoing you must *speak up*:

- Talk to your line manager
- If necessary speak to HALO's senior management, or to a HALO trustee
- If you are uncomfortable with any of these options, **contact Safecall**

0800 915 1571

or report on line at: www.safecall.co.uk/report

All calls are treated confidentially by Safecall and you may remain anonymous if you wish.



A totally independent organisation working with



Be Bold Speak up!

Who are Safecall?

Safecall is a completely independent company that operates a confidential reporting service for many global businesses and it is available 24 hours a day, staffed by highly skilled professional call handlers. Our offices are based in the UK and you can reach us 24/7, 365 days of the year via the telephone number listed below.

How does it work?

There are two main ways you can contact Safecall: by telephone or by sending a report to Safecall's website (see below for details). When you contact Safecall by telephone you will be asked by the call handler to explain your concern in as much detail as possible. During this time he, or she, will take notes and may ask you questions based on the account you give. Once complete, Safecall will send a written report to senior management at HALO.

Can I remain anonymous?

Yes. If you do not tell Safecall who you are they will not know your identity. Even if you make a mistake and accidentally tell Safecall your name they will not pass it on. Also, Safecall do not audio record any of the calls, which helps protect the identity of anonymous callers.

What can be reported?

The service is available to receive reports on any wrongdoing, which includes: fraud, security, health and safety, data breaches, bullying, bribery, corruption, dishonesty, harassment, victimisation, or any other issue that you feel is unacceptable in the workplace.

Who will receive my report?

When a report is received by Safecall, it will be sent to HALO's Whistleblowing Officer, who is Director HR, unless she is the subject of the report. An investigation will then follow; anonymity will be protected throughout.

How to contact Safecall



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