ISB Whistleblowing Process

STAGE 1
Initial investigation

Stage 1
Individual raises issue directly with Line Manager or Chair/Vice Chair of Shura in writing including the sort of information required to investigate the allegation - details of the background and history to the case, names, dates, places and, where possible, the reason why they are particularly concerned.

Issue is logged and reviewed by Line Manager / Chair/Vice Chair of Shura as necessary

Whistle-blower is informed with ten working days
• acknowledge that the concern has been received,
• indicate how it proposes to deal with the matter,
• tell whether any initial enquiries have been made.
• tell whether further investigations will take place (Stage 2) and, if not, why not.

Action taken based on decision.

Case closed and outcome recorded

YES

STAGE 2
Further investigation

Stage 2
A member of Shura will make further investigations as necessary whilst maintain strict confidentiality

Whistle-blower kept informed of progress of investigation until concluded and action agreed

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