



# What should you do if you suspect **misconduct** at work?

How should you react if you suspect misconduct, fraud, or other improper activity in the workplace?

What action should you take?

Who should you inform?

Should you inform anyone at all?

What should you do with the evidence?

**This leaflet will help you answer these questions and other issues you might have if you suspect misconduct, fraud, or other improper activity in the Council.**

## Why Should You Read This Leaflet?

Most public sector organisations are affected in some fashion by misconduct, fraud, or corrupt activity.

Knowsley Council is committed to combating misconduct, fraud and corruption by employees or Members of the Council who abuse their position of trust. To this end the Council has adopted an Anti Fraud and Corruption Policy which includes a whistle blowing and confidential reporting procedure to enable employees and staff within contracting and partner organisations to raise, in good faith, any concerns they may have without fear of victimisation.

Your concerns may be for example:

- health and safety risks
- damage to the environment
- abuse of vulnerable clients
- fraud and corruption
- any conduct which is illegal

The procedure recognises that employees and staff within contracting and partner organisations need to be assured that their concerns have been properly addressed. Therefore, subject to legal constraints, you will be informed of the outcome of the case.

This leaflet gives guidance on what you should and should not do if you suspect misconduct, fraud or other improper activity involving Knowsley Council.

## Acting Upon Your Suspicions - the Do's and Don'ts

If you have concerns within the workplace, there are a few simple guidelines that should be followed:

### Do

#### 1 Make an immediate note of your concerns.

Note all relevant details, such as what was said in telephone or other conversations, the date, time and the names of any parties involved.

#### 2 Convey your suspicions to the appropriate person.

Report your concerns to your line manager. If you prefer to speak to someone else you can contact your Executive Director, the Service Director – People and Business Management, the Internal Audit Manager, or any other senior manager with whom you feel comfortable. If you feel you need to speak to someone outside the Council you could contact the Audit Commission.



- 3 Deal with the matter promptly, if you feel your concerns are warranted.**  
Any delay will result in the problem continuing, and perhaps worsening.

## **Don't**

- 1 Do nothing.**
- 2 Be afraid of raising your concerns.**  
You will not suffer any recrimination as a result of voicing a reasonably held suspicion. The Council's procedures require that firm and appropriate action is taken whenever misconduct, fraud, or corruption is suspected or discovered. Any matter you raise will be dealt with sensitively and confidentially.
- 3 Approach or accuse any individuals directly.**
- 4 Try to investigate the matter yourself.**  
There are special rules relating to the gathering of evidence for use in criminal cases. Any attempt to gather evidence by people who are unfamiliar with these rules may spoil the chance of a satisfactory outcome to the case.  
  
The Council have specialists that are trained in handling investigations in the proper manner.
- 5 Convey your suspicions to anyone other than the appropriate officers.**
- 6 Use this procedure to pursue a personal grievance.**

## Summary

- Note all relevant details but do not attempt to investigate the matter further yourself.
- Report all suspicions promptly
  - to your line manager, or any other senior manager who you believe will help you raise your concerns, or to
  - your Executive Director
  - the Service Director - People and Business Management
  - the Internal Audit Manager
- If in doubt, report your suspicions anyway. The Council will take appropriate action in all cases.

### Need further advice?

In the first instance contact your line manager.

If you feel you need to speak to someone else, you can contact the following people:

Your Executive Director

Service Director - People and Business Management: 0151 443 3586

Internal Audit Manager: 0151 443 3646

The Council's:

Hotline: 08000 730 532

Email: [fraud@knowsley.gov.uk](mailto:fraud@knowsley.gov.uk)

Intranet Ethics & Culture site

Audit Commission

Confidential Public Interest Disclosure Line 0845 052 2646

[www.audit-commission.gov.uk](http://www.audit-commission.gov.uk)

Public Concern at Work 020 7404 6609

[www.pcaw.co.uk](http://www.pcaw.co.uk)