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Charity Number: 1190806

YIHA Disclosure of Malpractice in the Workplace Policy

Purpose

At YIHA, it is vital that all Yoga4Health teachers and everyone who works for us maintains the highest standards of conduct, integrity, and ethics, and complies with local legislation. If a teacher, employee, volunteer, partner, consultant, or contractor has any genuine concerns about malpractice in the workplace, 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.

Please note that this procedure is not intended to replace YIHA's Grievance Procedures, which continue to be the appropriate way to raise personal issues relating to bullying, harassment, discrimination and other concerns as described in the YIHA Grievance Policy. Health and Safety concerns should be raised in line with the Health and Safety Policy. Safeguarding concerns should be raised in line with the YIHA Safeguarding Policy.

Malpractice Defined

Malpractice includes, but is not limited to, the following the issues:

- Financial wrongdoing including theft, bribery, fraud, money laundering and diversion of grant funding
- Failure to comply with any legal or regulatory obligations.
- Sexual misconduct, including sexual abuse, harassment, or exploitation (see YIHA Safeguarding Policy).
- Abuse or exploitation of children, vulnerable adults, or beneficiaries (see YIHA Safeguarding Policy as above).
- Breach of any of the established suite of YIHA 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.

Raising a Malpractice Concern

If you have a genuine concern and have a reasonable grounds to believe it is in the public interest, you will not be at risk of losing your position or suffering any form of retribution under this policy, even if it is later discovered that you are mistaken. This assurance does not apply to anyone who deliberately makes a false allegation or is themselves involved in malpractice. Individuals found to have raised malicious or knowingly untrue claims will be subject to disciplinary action. Malpractice is not a complaint about the performance and behaviour of a manager or other work colleague towards you. Such matters should be addressed through the YIHA Complaints Policy or referred to the YIHA Board for guidance.

If you genuinely believe that the actions of someone who teaches or works for YIHA could lead to or has resulted in malpractice, please follow the procedure below.

1. Raise the matter with YIHA Teacher Support, as soon as possible after the event: Contactyoga4health@gmail.com If you feel that you are unable to raise the matter with YIHA Teacher Support, you can raise it with any member of the YIHA Board of Trustees.

When you raise the concern please have the following information available:

- Whether anyone is at immediate risk of harm?
- What happened? 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?

YIHA will:

- Report incidents of theft, fraud, or corruption immediately to relevant authorities
 - Report any Safeguarding concerns to the YIHA's Safeguarding Lead for immediate action
2. A decision will be made on whether it is appropriate to handle such complaints under this policy. Where not appropriate the complainant will be informed and their permission sought to divert the issue via the correct policy/ procedure or to the appropriate authorities.
 3. When matters are reported, and an investigation is conducted, the outcome may involve taking disciplinary action if misconduct has been proved, which may include dismissal.
 4. When matters are reported to the Safeguarding Lead, YIHA's Safeguarding Investigation Guidelines will be followed. If an investigation is conducted, the outcome may involve taking disciplinary action if misconduct has been proved, which may include dismissal.

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

5. YIHA will take appropriate action, which for staff may result in dismissal, in accordance with the relevant procedure against any employee, teacher volunteer or consultant who:
 - Victimises or attempts to victimise another individual for raising a concern under this procedure, or seeks to deter them from reporting a genuine concern.
 - Makes a disclosure maliciously, knowing it to be untrue, or without reasonable grounds for believing the information provided to be accurate.

Frequently asked questions

What if the line manager is involved in the alleged malpractice in some way?

If the line manager is involved in the alleged malpractice in some way, the matter should be raised with any YIHA Board member. Concerns relating to sexual abuse or exploitation of children, vulnerable adults, beneficiaries or any YIHA representative to the Safeguarding Lead.

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?

Normally an independent person from within YIHA 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.

What if the matter is a complaint about the performance or behaviour of a manager or colleague against me?

Such complaints will be directed for action to the YIHA Board of Directors.

Change Record

Date of Change:	Changed By:	Comments:
26.11.20	Paul Fox	Policy approved by the Trustees
15.3.21	Paul Fox & Amanda Jane Crompton	Policy approved by the Trustees
02.12.2022	AJC	Reviewed and revised
07.12.2022	PF	Approved
06.05.2024	AJC	Reviewed for currency
15.05.2024	PF	Approved
28.10.2025	AJC	Reviewed and revised
05.11.2025	PF	Approved