



<b>Issue</b>	<b>1</b>	<b>Allegation Policy</b>	<b>Doc</b>	<b>POL026</b>
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## 1. Purpose

This Allegation Policy outlines the procedures and principles that Fusion Staffing Ltd will follow when handling allegations made by or against candidates, clients, employees, or any other stakeholders. The purpose of this policy is to ensure that all allegations are treated fairly, confidentially, and in a timely manner, while maintaining the integrity and reputation of Fusion Staffing Ltd.

## 2. Scope

This policy applies to all allegations, including but not limited to:

- Misconduct by employees, candidates, or clients.
- Discrimination, harassment, or bullying.
- Breaches of confidentiality or data protection.
- Fraud, dishonesty, or unethical behaviour.
- Violations of Fusion Staffing Ltd's policies or legal obligations.

## 3. Principles

Fusion Staffing Ltd is committed to the following principles when handling allegations:

- **Fairness:** All parties involved will be treated impartially and without prejudice.
- **Confidentiality:** All allegations will be handled with the utmost discretion to protect the privacy of those involved.
- **Timeliness:** Allegations will be investigated promptly and without unnecessary delay.
- **Transparency:** Where appropriate, Fusion Staffing Ltd will communicate the process and outcomes to relevant parties.
- **Non-Retaliation:** Fusion Staffing Ltd will not tolerate any form of retaliation against individuals who raise allegations in good faith.

## 4. Procedure for Handling Allegations

### 1. Reporting an Allegation

- Allegations can be reported by any individual, including candidates, clients, employees, or third parties.
- Allegations should be reported to the designated Allegation Officer (or relevant manager) via email, phone, or in writing.
- Reports should include as much detail as possible, including the nature of the allegation, names of individuals involved, dates, times, and any supporting evidence.

### 2. Initial Assessment

- Upon receiving an allegation, the Allegation Officer will conduct an initial assessment to determine:
  - The seriousness of the allegation.
  - Whether the allegation falls within the scope of this policy.
  - Whether an investigation is required.
  - If the allegation is outside the scope of this policy, the Allegation Officer will refer it to the appropriate authority or individual.



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### 3. Investigation

- If an investigation is required, the Allegation Officer will appoint an impartial investigator or team to conduct the investigation.
- The investigation will include:
  - Gathering evidence (e.g., documents, emails, witness statements).
  - Interviewing relevant parties.
  - Maintaining detailed records of the investigation process.
  - The investigation will be conducted as quickly as possible, typically within 21 working days depending on the complexity of the case.

### 4. Outcome and Action

- Once the investigation is complete, the Allegation Officer will:
  - Determine whether the allegation is substantiated, unsubstantiated, or inconclusive.
  - Recommend appropriate actions, which may include disciplinary measures, policy changes, or reporting to external authorities (if necessary).
  - Communicate the outcome to the relevant parties, ensuring confidentiality is maintained.

### 5. Appeals

If any party is dissatisfied with the outcome of the investigation, they may submit an appeal in writing to the Allegation Officer within 7 days of receiving the outcome. The appeal will be reviewed by an independent individual or panel, and a final decision will be communicated within 14 days.

### 6. Confidentiality and Data Protection

All allegations and investigations will be handled in accordance with Fusion Staffing Ltd's Data Protection Policy and applicable data protection laws (e.g., GDPR). Personal data will only be shared with individuals who need to know for the purpose of the investigation.

### 7. Support for Individuals

Fusion Staffing Ltd will provide support to individuals involved in an allegation, including access to counselling or mediation services, if appropriate.

Individuals who raise allegations in good faith will be protected from retaliation.

### 8. Review and Monitoring

This policy will be reviewed annually or as needed to ensure it remains effective and compliant with legal and regulatory requirements.

Fusion Staffing Ltd will monitor the implementation of this policy and address any issues or trends identified.



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### 9. Contact Information

For questions or to report an allegation, please contact:

- Allegation Officer: Alan Hunsdale
- Email: [alan@fusionstaffing.co.uk](mailto:alan@fusionstaffing.co.uk)
- Phone: 02038541453

Signed

James Cranston, Operations Director

Date 05-12-24