



Policy	Date Reviewed	Approved
Whistleblowing/Speak Up	December 2025	Board meeting 6 2025
	Next review April 2028	Approved

‘SPEAK UP’ POLICY (also referred as Whistling Blowing)

1. Introduction

Whistleblowing is more formally known as making a 'protected disclosure'. People who raise concerns about wrongdoing in the workplace are protected by the Protected Disclosures Act 2014 ('the 2014 Act'). It was updated by the Protected Disclosures (Amendment) Act 2022 ('the 2022 Act'). The 2022 Act also transposes the EU Whistleblowing Directive (pdf) into Irish law.

Employees, officers, and affiliates of Table Tennis Ireland have a key role in identifying and reporting all concerns about unethical or illegal conduct through an appropriate channel. In this way, problems/potential problems can be identified, and dealt with, before they cause damage to the operation and/or reputation of the organisation.

2. Scope

This policy covers all employees, officers, affiliates, external consultants, auditors, contractors, and suppliers associated with Table Tennis Ireland where such individuals become aware of, or suspect that, wrongdoing has taken place, or is about to take place, in relation to the activities of the Association.

4. Purpose of ‘Speak Up’ Policy and Procedure

The primary objective of this policy is to promote an open, accountable, and ethical environment in which malpractice is deterred, all stakeholders' interests are protected, and the good reputation of Table Tennis Ireland is maintained.

5. Culture

The Board of Table Tennis Ireland is committed to the effective implementation of this policy and ensuring confidentiality intend it to promote a culture whereby all employees, officers, affiliates, and related individuals are encouraged to raise any concerns or suspicions they may have about wrongdoing. The Board will ensure that all matters will be taken seriously and treated in the strictest confidence, unless with the express agreement with the individual who has raised the concern.

6. Procedure on how to raise a concern

Where an individual knows or suspects wrongdoing, they should contact the Chair of the Board of Directors by email (chair@tabletennisireland.ie). It is important that the individual explain as fully as they can the information or circumstances that gave rise to their concern even where such concerns cannot be backed up by firm evidence. All relevant details should be recorded in writing by the Chairperson and then confirmed by the individual with their signature, and together with any supporting material should be maintained in the strictest confidence, unless with the expressed consent of the individual.

If an individual feels that they are unable to raise their concern with the Chair – due to the nature of the concern, its seriousness, or if it has been already raised but the wrongdoing has not been addressed, or for any other reason – they can raise it directly with the CEO (CEO@tabletennisireland.ie) who will progress their concern in a similar manner as above.

7. Timeliness

All concerns raised will be investigated promptly. The Chair or the CEO will provide an initial response within 7 days and a detailed follow-up within 30 days if further investigation is needed.

8. Fairness

Where an individual raises a concern in good faith, they will be protected from any form of retaliation, and it is subsequently established that there is no wrongdoing, no action will be taken against the individual who raised the matter. The key is that everyone understands that it is acceptable to speak up even in cases where a genuine concern turns out to be mistaken or misguided. All concerns raised will be treated seriously, assessed on its merits, and appropriately investigated. All efforts will be made to give feedback to the individual on the outcome of any investigation, subject to legal or investigatory limits. This process will be agreed on a case-by-case basis as issues such as confidentiality may need to be considered.

9. Confidentiality

Where an individual requests anonymity, the Chair/Table Tennis Ireland will respect such requests unless disclosure is required by law or necessary for a thorough investigation.

Individuals should be aware that there may be instances where the Chair/CEO is unable to resolve a concern without revealing the individual's identity, for example when personal evidence is required. In these instances, the individuals will be consulted before the concern is progressed. It should also be noted that where individuals seek anonymity, it may be more difficult to fully investigate their concerns. Records made by TTI on the concern or report will be securely stored and retained in line with GDPR and the Act.

10. Responsibility

Responsibility for the operation and monitoring of the policy rests with the Board of Directors of Table Tennis Ireland, and the policy will be reviewed at least every three years by the committee to ensure its effectiveness.

Review of reporting process:

- * Email the Chairperson (chair@tabletennisireland.ie) or the CEO (ceo@tabletennisireland.ie) and explain fully and in detail the information or circumstances that gave rise to their concern even where such concerns cannot be backed up by firm evidence.
- * All relevant details will be recorded in writing by the Chair/CEO and confirmed by the individual with their signature.
- * This is held together with any supporting material in the strictest confidence, unless with the expressed consent of the individual.
- * All concerns raised will be investigated as a matter of urgency within 7 days. If further investigations are warranted, the Chair/CEO will revert no later than 30 days.

Associated links:

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019L1937>
<http://www.irishstatutebook.ie/2014/en/act/pub/0014/index.html>

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