

FEATURES

DIFFERENT LEVELS DEPENDING ON YOUR NEEDS

We can cater for different levels of service

- Standard Template that you customise to your organisation, with or without a Policy Statement;
- Fully Customised Procedure based on your organisation with nothing more to do, with or without a Policy Statement.

TIME SAVING

Have you struggled to decipher the new regime? How many hours have you spent on this already? Don't waste more time, let us help you with our Standard Template or Fully Customised version, and Policy Statement.

PROTECTED DISCLOSURES:

From 10 February 2013 the *Protected Disclosures Act 2012* replaced the previous whistleblowing legislation. This has changed the protected disclosure regulatory framework that agencies must comply with by August 2013.

Not sure HOW or WHERE to start to comply?

WE CAN HELP!!

FOI Solutions has developed processes that can be used by agencies to become compliant before the deadline. It is **ESSENTIAL** that compliance is achieved by the August 2013 deadline.

FOI Solutions offers 4 different product options. Choose the one most suited to your needs and budget.

Option 1: Fully Customised Package

Customised Protected Disclosure Procedure – this is developed by us after detailed instructions are provided to create a fully tailored and agency specific procedure for your agency which is ready to publish and ready to use. This will be provided within 7 days of full and complete instructions from your organisation.

PLUS Protected Disclosure Policy – this will be provided for use and publication as you wish eg website, brochure, other print media, annual report, etc.

Option 2: Fully Customised Procedure

This is the same as Option 1 above, but without the policy. The same Customised Protected Disclosure Procedure will be developed as described in Option 1.

Option 3: Standard Template Package

Standard Protected Disclosures Template which is a generic document giving you the basis for a compliant procedure, subject to some additional work by your agency to fill in the gaps relating specifically to the circumstances of your organisation. This additional work by you could take up to 10 hours. Instructions are provided to enable proper completion by your organisation of the Microsoft Word formatted document provided to you. Further advice by FOI Solutions would be charged at our usual hourly rates.

PLUS Protected Disclosure Policy – provided for use and publication as you wish eg website, brochure, other print media, annual report, etc.

Option 4: Standard Template Procedure

This is the same as Option 3 above, but without the policy. It will require some additional work by your organisation.