



UKMC Whistleblower Policy 2024-25

Date	Author	Summary of Changes	Version	Authorised
March 2024	Head of HR	General updated following review	1.0	Academic Board Aug 2024
July 2025	Head of Compliance	Template reformatting and amendment to include E6 report and support reference.	1.2	Academic Board
Policy/Procedure Management and Responsibilities				
Policy/Procedure Owner	The policy is overseen by the Head of HR and approved by academic board. Day-to-day implementation and communication responsibilities are delegated to relevant stakeholders such as the HR team or senior leadership where appropriate.			
Equality Impact / Analysis	By EDI Committee			
Authorised By	Academic board			
Effective From	October 2025			
Next Review	July 2026			
Version	1.2			
Internal/External	Both			
Document Location	UKMC Policies and Legislation			
Linked Documents	Advisory, Conciliation, and Arbitration Service (ACAS)			
Dissemination Plan	Public availability on the UKMC website.			
Accessibility	Alternative formats on request. Email Quality@ukmc.ac.uk			

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Purpose

The purpose of this Whistleblower Policy is to encourage and enable employees, students, and other stakeholders of UK Management College to raise concerns internally and report any suspected wrongdoing, unethical behaviour, or violations of laws, regulations, or institutional policies.

Scope

This policy applies to all employees, students, contractors, vendors, and other individuals associated with UK Management College

Reporting Procedure

1. Any individual who becomes aware of or suspects any wrongdoing, unethical behaviour, or violation of laws, regulations, or institutional policies should report their concerns promptly to their department head or HR department.
2. Alternatively, concerns can be reported anonymously by post although all reports are treated with the upmost confidentiality and names would not be shared without prior permission.
3. Individuals are encouraged to provide as much detail and evidence as possible to facilitate a thorough investigation.

Protection from Retaliation

UK Management College prohibits retaliation against individuals who make good faith reports under this policy. Retaliation includes, but is not limited to, termination, demotion, harassment, or any adverse action.

Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination or expulsion.

These actions may also be investigated in line with the E6 Report and Support webpage policies and investigative processes, such relating to Sexual Misconduct, Harassment, Bullying, and Safeguarding and Prevent themes.

Investigation Process

1. Upon receipt of a whistleblower report, UK Management College will promptly initiate an investigation by designated panel including Senior Leadership Team member, Compliance, and HR representative (usually the Director of HR & Operations).
2. Investigations will be conducted objectively, impartially, and with confidentiality to the extent possible.

3. Whistleblowers will be kept informed of the progress and outcome of the investigation to the extent feasible without compromising the investigation or confidentiality.

Confidentiality

1. Confidentiality will be maintained to the extent possible throughout the investigation process, consistent with legal and regulatory requirements and the need to conduct a thorough investigation.
2. Disclosure of information related to the whistleblower report will be limited to those individuals who have a legitimate need to know.

Non-Retaliation Policy

UK Management College prohibits retaliation against individuals who report concerns in good faith. Any acts of retaliation will be subject to disciplinary action.

Training and Awareness

UK Management College will provide training and awareness programs to educate employees, students, and other stakeholders about their rights and responsibilities under this policy.

Review and Update

This Whistleblower Policy will be periodically reviewed and updated on an annual basis, and as necessary to ensure compliance with applicable laws, regulations, and best practices.

Compliance with ACAS Regulations:

This policy is designed to comply with the regulations set forth by the Advisory, Conciliation, and Arbitration Service (ACAS) regarding whistleblower protection in the workplace. UK Management College is committed to fostering a culture of integrity, transparency, and accountability, and encourages all individuals associated with the institution to uphold these principles