



## UKMC Whistleblower Policy

Policy Owner: Human Resource Department

Approved by: Academic Board

Approval date: 21.08.24

Review frequency: Annual

Next review due: August 2025

Current version: V2

### Version control:

DATE	OUTLINE OF ACTIONS
1 <sup>st</sup> March 2024	Version 1 amended to be ratified by AB on 21 <sup>st</sup> August 2024

## **1. 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.

## **2. Scope:**

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

## **3. Reporting Procedure:**

- a. 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.
- b. 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.
- c. Individuals are encouraged to provide as much detail and evidence as possible to facilitate a thorough investigation.

## **4. Protection from Retaliation:**

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

## **5. Investigation Process:**

- a. 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).
- b. Investigations will be conducted objectively, impartially, and with confidentiality to the extent possible.
- c. Whistleblowers will be kept informed of the progress and outcome of the investigation to the extent feasible without compromising the investigation or confidentiality.

## **6. Confidentiality:**

- a. 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.

b. Disclosure of information related to the whistleblower report will be limited to those individuals who have a legitimate need to know.

**7. 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.

**8. 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.

**9. Review and Update:**

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

**10. 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.