



**IIMTS**  
Awarding Body

# IIMT STUDIES LTD **CENTRE POLICY**

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## Whistleblowing Policy

### Policy Compliance:

This policy complies with

Ofqual, Handbook 3. Criterion C: Resources and Financing



# IIMTS

## Awarding Body

### Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS AO OGCR WB 01 2020

<b>Title of the Policy:</b> Whistleblowing Policy	<b>Authorised by</b>  Responsible Officer	<b>Created: Version 1</b> 1 November 2023
<b>Conditions of Recognition:</b> General Conditions of Recognition		<b>Current version: 3</b>  <b>Next Review Date:</b> 1 April 2026

### Important contact-

**Any query or concern related to this policy may be directly addressed to the Responsible Officer or the HR Manager-**

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***Awarding body:***

*IIMT Studies Ltd-* [www.iimtsab.co.uk](http://www.iimtsab.co.uk)

*Acronym used to represent IIMT Studies Ltd (IIMT Studies):*

*IIMTS AB*

***Regulating Body:***

*OFQUAL*

*Ofqual.gov.uk*

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#### A. Policy Code: IIMTS\_AO\_OGCR\_WB\_01\_2020

#### B. Policy Statement:

We recognise that the practices, processes, and regulatory requirements must comply with those required to award a qualification regulated by Ofqual. IIMT Studies also encourages any individual, party, associates, or non-associates to bring an issue which they may find inappropriate, a non-compliance or a series of non-compliances to the notice of IIMT Studies with the details, for further action or to correct it. This includes:

- a. Malpractice and maladministration by any stakeholder-approved centre/s or learner/s
- b. Any concern related to corruption
- c. Any operational non-compliance
- d. Concerns related to maintaining required quality standards as specified in the Centre Guide and/or policies and/or the conditions of recognition of Ofqual
- e. Any integrity or governance-related non-compliance
- f. Any concerns related to financial integrity which directly or indirectly affect the policy and process compliance become a threat to the qualification criteria or risk the interests of learners
- g. Any concern related to abuse that is not taken forward
- h. Any concern related to environmental protection
- i. Health and safety of an individual
- j. Any illegal or criminal activity
- k. Any act or comment which is racial, sexual, disability-related, or related to any other discrimination
- l. Any unethical conduct

#### C. Objectives of Policy:

This policy is to ensure that:

- The whistleblowers are protected
- The whistleblowers' identities are confidential
- The appropriate investigation is conducted into the raised concern
- If applicable, appropriate action is taken for reported non-compliance
- Compliance with the Ofqual conditions of recognition

#### D. Definitions:

##### Whistleblowing:

In this policy, whistleblowing is defined as the reporting of acts of non-compliance, illegal activity, wrongdoing, or misconduct, applicable to IIMT Studies or its centres or learners.

## **Whistleblowers:**

This policy applies to all:

- a. Employees of IIMT Studies and its stakeholders
- b. Employees of IIMT Studies approved centres and their

stakeholders. In many instances, the whistle can be blown by:

- c. Contractors of IIMT and approved centres
- d. Learners have taken IIMT Studies qualifications
- e. Learners studying in approved centres

### **E. What should be reported:**

Whistleblowers are encouraged to report any critical concerns related to any concern which potentially harms the interests of learners, IIMT identity, its brand image, qualification criteria, or encourages non-compliance with the policies of IIMT Studies or proves to be a potential non-compliance with the Ofqual conditions of recognition. The reporting additionally includes a concern or a series of concerns regarding:

- Any arrangements or compliance-related activity which falls below the required standards
- Any action or activity that makes you uneasy in terms of national standards
- Non-compliance with IIMT Studies policies or regulations
- Any unreasonable or unacceptable behaviour
- Contradict the IIMT Studies Constitution and policies
- Fall below established standards of practice
- Include improper

behaviour. It may be due to:

- Conduct constituting an offence or a breach of the law
- Disclosures related to miscarriages of justice
- Instances of racial, sexual, disability, or other forms of discrimination
- Matters concerning the health and safety of the public and/or other employees
- Potential fraud and corruption
- Neglect or abuse of individuals
- Other unethical conduct

This list is not exhaustive. Concerns can be communicated via telephone, in person, or in writing, and the following information will be necessary:

- The nature of the concern and the reasons for believing it
- Background and history of the concern, including relevant dates
- While not expected to prove the suspicion beyond doubt, the reporting person must demonstrate acting in good faith with reasonable grounds for the concern.

At all times, IIMT Studies is committed to responding promptly to raised concerns in line with our complaints procedure.

## **F. Protecting the Whistleblower:**

To take into account the PIDA 1998, this policy is written to protect the workers who make disclosures about certain issues. The disclosures should be made in accordance with the mentioned provision of the Act in the interests of the public.

### **To protect the whistleblower, IIMT Studies:**

- a. Encourages confidential reporting if the whistleblower requests confidentiality
- b. The confidentiality is documented, and the identity is kept secret
- c. Treats all disclosures made seriously and consistently
- d. Ensures feedback to the whistleblower
- e. Provides support to the whistleblower through appropriate counselling
- f. Reassures that the position or work of the whistleblower will not be affected by the disclosure
- g. Ensures proper investigation against the allegation and a fair decision against the disclosures made
- h. Ensures no harassment or victimisation of a whistleblower, which also includes informal treatment or pressures
- i. Supports senior management

IIMT Studies encourages whistleblowers to come forward if they believe the disclosure is true, and the Act is a serious non-compliance. They should not fear because reporting in these ways is part of their duty in the interest of maintaining national standards and the public interest.

## **G. Confidentiality and Anonymous allegations:**

### **Confidentiality**

IIMT assures to keep the whistleblower's identity confidential if the whistleblower wishes so. If the investigation is followed by disciplinary or other proceedings, the identity of the whistleblower may require he/she to come forward in order to support the investigation. This remains absolutely up to the whistleblower's willingness to do so. Subject to receiving consent from the whistleblower, if they agree to this, the appropriate support will be provided by IIMT Studies.

### **Anonymous whistleblowers**

This policy encourages you to attach your name to your allegation whenever possible. If you choose not to disclose your identity, it will be considerably more challenging for us to safeguard your position or provide you with feedback. Please note that this policy is not ideally suited for concerns raised anonymously.

IIMT Studies would have a few factors to take into consideration while reporting the incident, such as:

- a. The seriousness of the allegation or the issue
- b. Its credibility
- c. Supporting evidence to analyse the fairness of the allegation or the issue
- d. Consistency of the allegation or the issue

#### **H. How to raise a concern:**

The concern can be raised by a telephone call, sending an email or any other form of writing or in person. It should include information such as:

- a. Detailed information about the concern, including its nature, date, frequency and its impact
- b. The reason why the whistleblower feels it is true
- c. Additionally, details may be needed to express the wrongdoing, malpractice or the raised non-compliance

#### **I. What is next:**

After acknowledgement and documentation, IIMT Studies assures the investigation will be undertaken considering the above parameters and the complaint policy. The feedback should be shared with the whistleblower.

#### **Person to whom to report the concern:**

All concerns related to whistleblowing should be reported to the HR Manager of IIMT Studies at [info@iimtsab.co.uk](mailto:info@iimtsab.co.uk) or can be addressed to:

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