



Whistleblowing Policy

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1. Introduction

LICQual UK is committed to maintaining the highest standards of integrity, accountability, and transparency in all aspects of its operations. This Whistleblowing Policy is designed to provide guidance to employees, Accredited Training Centres (ATCs), and other stakeholders on how to raise concerns about potential wrongdoing or misconduct within the organization, without fear of retaliation or discrimination.

2. Purpose of the Policy

The purpose of this policy is to:

- Encourage individuals to report suspected malpractice, unethical behavior, or illegal activities.
- Provide a clear and confidential process for raising concerns.
- Protect whistleblowers from retaliation or unfair treatment.
- Ensure that all reports of wrongdoing are investigated promptly, thoroughly, and impartially.

3. Scope of the Policy

This policy applies to:

- All LICQual UK employees.
- Accredited Training Centres (ATCs).
- Contractors, consultants, and other stakeholders involved with LICQual UK.
- Anyone with a direct relationship with LICQual UK who wishes to report wrongdoing.

4. Definition of Whistleblowing

Whistleblowing refers to the act of reporting concerns about misconduct, malpractice, or illegal activities occurring within an organization. Examples include:

- Fraud, bribery, or corruption.
- Breaches of health and safety regulations.
- Misuse of company resources.
- Discrimination, harassment, or bullying.
- Violations of laws, regulations, or company policies.

5. Reporting Procedures

5.1 How to Report

- Concerns can be raised verbally or in writing.
- Reports should include as much detail as possible, including dates, names, and any supporting evidence.
- Reports can be submitted to:
 - ❖ Immediate supervisor or manager.
 - ❖ LICQual UK's Whistleblowing Officer (contact details provided to all stakeholders).
 - ❖ An independent hotline or email for whistleblowing (if applicable).

5.2 Confidentiality

LICQual UK will ensure that the identity of the whistleblower is kept confidential, unless required by law or necessary for the investigation process.

5.3 Anonymous Reporting

Reports can be made anonymously. However, anonymous reports may limit the ability to investigate and resolve the concern effectively.

6. Investigation Process

- **Acknowledgment:** Receipt of the whistleblower's concern will be acknowledged within five working days.
- **Preliminary Assessment:** A preliminary review will determine whether the report warrants a full investigation.
- **Investigation:** If warranted, a thorough and impartial investigation will be conducted by the designated team.
- **Outcome:** The whistleblower will be informed of the outcome, where appropriate, while maintaining confidentiality.

7. Protection for Whistleblowers

- **No Retaliation:** LICQual UK strictly prohibits any form of retaliation or unfair treatment against individuals who report concerns in good faith.
- **Support:** Whistleblowers will have access to support and guidance throughout the process.
- **False Reporting:** Intentionally making false or malicious claims will result in disciplinary action.

8. Responsibilities

- **Employees and Stakeholders:**
 - ❖ Raise concerns promptly and responsibly.
 - ❖ Provide truthful and accurate information.
- **Management:**
 - ❖ Promote a culture of openness and integrity.
 - ❖ Ensure concerns are addressed promptly and fairly.
- **Whistleblowing Officer:**
 - ❖ Oversee the whistleblowing process.
 - ❖ Ensure confidentiality and impartiality.
 - ❖ Provide regular updates to senior management.

9. Monitoring and Review

LICQual UK will review this policy annually to ensure its effectiveness and relevance.

Feedback and lessons learned from whistleblowing cases will be used to improve processes and prevent future occurrences.