

Logic4training (L4T) Whistleblowing Policy

1. Introduction

- 1.1 Logic4training (L4T) encourages a culture of openness and transparency across the organisation so that staff can raise any concerns where they feel staff, candidates, and clients are at risk or where things could have been done better. To prevent such situations occurring, and to deal with them when they do occur, the Company supports you in doing the right thing to report any suspected wrongdoing as soon as possible. All staff are safe in the knowledge that their concerns will be taken seriously and investigated appropriately. This reporting of suspected wrongdoing or danger at work is called whistleblowing.
- 1.2 This isn't the same as complaints relating to personal circumstances, such as the way one has been treated at work. In such cases staff should use the Grievance Procedure found in the Employee Handbook.
- 1.3 If staff have any genuine concerns about and/or see anything that crosses the line, they should call it out immediately following the process below.

2. Purpose and Scope

- 2.1 L4T is committed to conducting our business with honesty and integrity, and we expect all our staff to maintain high standards. A culture of openness and transparency is essential in order to prevent such situations occurring and to address them when they do occur.

3. Who can be a Whistleblower

- 3.1 We consider as a whistleblower any person employed on behalf of L4T. If you have a concern or a complaint about us, but are not a person employed by or contracted to us, you will not be classified as a whistleblower.
- 3.2 Refer to our complaints policy on how to make a complaint, and the actions we will take to investigate and resolve that complaint.

4. What a Whistleblower can disclose

- 4.1 We will accept disclosures in relation to the functions that we exercise in the MLP, course and or qualification frameworks in which we are recognised or accredited to deliver.
- 4.2 We will accept disclosures about any failings to follow our approval requirements in relation to delivering any course, qualification examinations or assessments that we make available to learners.
- 4.3 Under the Public Interest Disclosure Act 1998, workers may have certain protection when making disclosures about malpractice, maladministration or wrongdoing which they become aware of from their working practice.
- 4.4 The Public Interest Disclosure Act 1998 outlines types of "protected disclosures" and the correlating legal protection afforded when making such a disclosure.

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- 4.5 A worker will make a “protected disclosure” and be afforded protection under the Public Interest Disclosure Act 1998 when making a disclosure to us if that disclosure is a “qualifying disclosure” as defined in the Act and is made in a way specified by the Act.
- 4.6 A “qualifying disclosure” is any disclosure of information which the worker reasonably believes is made in the public interest and shows one or more of the following:
- a) Criminal offence;
 - b) Breach of legal obligation;
 - c) Miscarriage of justice;
 - d) Danger to an individual’s health and safety;
 - e) Environmental damage; or
 - f) The deliberate concealment of any of the above.
- 4.7 A “qualifying disclosure” will entitle a worker to protection if when it is made to us the worker:
- (a) Makes the disclosure in good faith;
 - (b) Reasonably believes that the;
 - (i) Relevant failure falls within the remit of the functions that we exercise;
 - (ii) Information disclosed, and any allegation contained in it, are substantially true.
- 4.8 We cannot provide legal advice on such rights of protection.
- 4.9 It is for the worker making the disclosure to seek information and or legal advice should they wish to clarify their position in such circumstances.
- 4.10 As a starting point, workers may wish to explore <https://protect-advice.org.uk/> Protect aims to make whistleblowing work for individuals, organisations and society.
- 4.11 There are exemptions within the Public Interest Disclosure Act 1998 which identify disclosures that are not to be considered as “protected disclosures”, such as:
- a) if the worker commits a criminal act in disclosing the information; or
 - b) if the worker discloses information which has been received through legal advice (legally privileged information).
- 4.12 This list is not exhaustive and a worker considering making a disclosure is responsible for seeking their own legal advice.
- 5. Confidentiality**
- 5.1 Wherever possible confidentiality will be maintained although it may not always be possible for the members of staff’s identity to be withheld. This will depend on the nature of the issues raised and the impact on the investigatory process that maintaining anonymity may have. Where confidentiality isn’t feasible the member of staff will be informed and the rationale explained. We will of course endeavour to maintain a whistleblower’s anonymity at all times and in all circumstances.

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- 5.2 However, we may need to reveal a whistleblower’s identity to the individual or organisation about whom they are disclosing information, particularly if we are unable to investigate the disclosure without revealing their identity or if the investigation involves other parties such as the police.
- 5.3 We would therefore endeavour to ensure the anonymity of a whistleblower wherever possible, but this cannot be guaranteed in all circumstances.
- 5.4 We will keep information about individual cases confidential unless we need to release information under relevant laws.
- 5.5 We will accept and, where required, act on anonymous disclosures; however, in such instances, our investigations and actions may be limited by the anonymity of the source, and we would be unable to provide responses to those who raise concerns anonymously.

6. Formal Resolution

Stage 1

- 6.1 The member of staff should inform their Line Manager or HR Director about their concern and that they wish for the matter to be dealt with formally. If the concern relates to their Line Manager, or if the member of staff feels unable to raise their concerns with their Line Manager they should raise it with their HR Director. This may be done orally or in writing.
- 6.2 A meeting will then be arranged to discuss their concerns which will normally be conducted by the member of staff’s Line Manager and/or a member of the HR team.
- 6.3 The member of staff will be asked to provide a written statement ahead of the meeting setting out their concerns. This, along with other information given at the meeting will then form the basis of an investigation.
- 6.4 After such an investigation the member of staff will be informed of any decisions made/action taken.

Stage 2

- 6.5 If the member of staff is dissatisfied with any of the decisions made/action taken they should approach a higher level of management, who will investigate the complaint and inform the member of staff of the outcome of the investigation and what, if any, action has been taken. However, care will be taken in doing so particularly if this could infringe any rights or duties the company owes to other parties.

7. Response times

- 7.1 Where we have been provided with contact details from a whistleblower, we will send an acknowledgement to the whistleblower, normally within five working days of the disclosure being received by us to the address or email address provided.
- 7.2 Where we determine that the disclosure is not a type we will deal with, inform the whistleblower of the decision not to take the disclosure forward, normally within five working

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days of the acknowledgement letter/email and, where appropriate, inform the whistleblower about other organisations that it may be useful to contact.

- 7.3 Aim to provide a more substantive response normally within 28 days of the acknowledgment letter/email, if the acknowledgement letter/email has not already included one.
- 7.4 If we are unable to meet this deadline, we will, within that period, provide the whistleblower with an anticipated timescale within which we will aim to provide a fuller response.

8. External Disclosure

- 8.1 If, having exhausted the internal process detailed above, the member of staff isn't satisfied with the outcome or if it's not appropriate to make the disclosure internally they can report the matter to the prescribed regulatory body relevant to the matter in question, for example, LCL Awards or the Health and Safety Executive.

9. Malicious Disclosures

- 9.1 L4T is keen to hear of any genuinely held concerns that staff may have about wrongdoing and encourages them to use the prescribed procedure wherever possible.
- 9.2 However, where L4T has grounds to believe that a disclosure has been made maliciously or where an external disclosure is made in breach of this procedure without reasonable grounds, for example, to the media or otherwise than to an appropriate public authority, the member of staff making the disclosure may lose their protection under the relevant legislation and could be subject to disciplinary action under the Disciplinary and Grievance Policy/the ending of their engagement.

10. Independent Advice

- 10.1 Concerned staff seeking independent confidential advice on whistle-blowing can contact Protec-Advice which is an independent whistle-blowing charity. They're contactable by telephone on 020 3117 2520 or alternatively by using the contact form available on their website <https://protect-advice.org.uk/contact-protect-advice-line/>

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