



SUPPORTING EDUCATION FOR THE NEXT GENERATION

## **U-Educate Whistleblowing Policy- September 2025**

### **1. Introduction**

Our organisation is committed to maintaining the highest standards of ethical conduct, transparency, and accountability in all of our operations. This Whistleblowing Policy is established to provide a platform for employees, contractors, vendors, and other stakeholders to report concerns about any potential unethical, illegal, or improper activities within the organisation without fear of retaliation.

### **2. Purpose**

The purpose of this policy is to encourage the reporting of genuine concerns in a confidential and secure manner. It also outlines the procedures for reporting, investigating, and resolving such concerns.

### **3. Scope**

This policy applies to all individuals associated with our organisation, including employees, contractors, vendors, customers, and other stakeholders.

### **4. Reporting Procedure**

4.1. Confidential Reporting: Individuals are encouraged to report concerns to their immediate supervisor, manager, or any higher authority within the organisation. Concerns can also be reported directly to the designated Whistleblowing Officer: [lauren@U-educate.co.uk](mailto:lauren@U-educate.co.uk)

4.2. Content of the Report: Reports should include detailed information about the concern, including dates, names of individuals involved, witnesses, and any supporting documents or evidence.

### **5. Whistleblowing Officer**

A Whistleblowing Officer will be appointed to oversee the receipt and handling of reports. The Whistleblowing Officer will maintain strict confidentiality and impartiality throughout the process.

**U-educate**

**[www.u-educate.co.uk](http://www.u-educate.co.uk)**

**24, The Courtyard, Gorsey Lane, Coleshill, Birmingham, B46 1JA  
Itchen 1, Wallops Wood, Sheardley Lane, Droxford, Southampton, SO32 3QY**



## **6. Investigation Procedure**

6.1. Upon receiving a report, the Whistleblowing Officer will initiate an investigation. The investigation will be conducted promptly, thoroughly, and impartially.

6.2. All parties involved will be treated fairly, and confidentiality will be maintained to the extent permitted by law.

## **7. Resolution and Protection**

7.1. Upon concluding the investigation, appropriate action will be taken. This may include corrective measures, disciplinary action, or legal action as required.

7.2. Our organisation is committed to protecting whistleblowers from any retaliation or adverse actions as a result of their report. Any such actions will be treated as serious violations of this policy and will be subject to disciplinary action.

## **8. Record Keeping**

Records of all reports, investigations, and actions taken will be maintained securely and confidentially.

## **9. External Reporting**

If a whistleblower believes that their concern has not been appropriately addressed internally or if they are uncomfortable reporting internally, they may report their concern to relevant external authorities as allowed by law.

## **10. Non-Retaliation**

Our organisation strictly prohibits any form of retaliation against whistleblowers. Employees who engage in retaliation will be subject to disciplinary action.

## **11. Review and Updates**

This policy will be reviewed regularly and updated as necessary to ensure its effectiveness and compliance with changing legal and ethical standards.



## **12. Contact Information**

Whistleblowing Officer: Lauren Johnstone

Email: [lauren@u-educate.co.uk](mailto:lauren@u-educate.co.uk)

Phone: 07443 096448

Review Date: September 26

U-educate is committed to upholding the highest ethical standards and encourages all stakeholders to report any concerns about unethical or illegal conduct. Your commitment to integrity and transparency is vital in maintaining our organisation's reputation and trustworthiness.



**Completed by:** Adam Gray

**Signature:**

A handwritten signature in black ink, appearing to read 'Adam Gray', is positioned below the 'Signature:' label.

**Role/Position:** Director

**Date Completed:** 02/09/2025

**Review Date:** 31/08/2026