

**Workforce Training & Development Ltd**  
**Whistleblowing Policy**  
**1 January 2018**

**1. Introduction**

Employees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing, or making use of in any form whatsoever, such confidential information.

However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (clause 2) and the disclosure must also be made in an appropriate way (clause 3). Whistleblowing protection is confined to a disclosure which, in the reasonable belief of the employee making the disclosure, is made in the public interest.

Workforce Training & Development Ltd ("the Company") is committed to compliance with the Bribery Act 2010. The Company actively encourages a culture of honesty and openness and therefore all employees are required to bring up to their manager or other designated person any issue that, in the employee's opinion, might constitute bribery or corruption.

**2. Specific Subject Matter**

If, in the course of employment, an employee becomes aware of information which they reasonably believe tends to show one or more of the following:

- 2.1 That a criminal offence has been committed, is being committed or is likely to be committed.
- 2.2 That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- 2.3 That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- 2.4 That the health or safety of any individual has been, is being, or is likely to be, endangered.
- 2.5 That the environment, has been, is being, or is likely to be, damaged.
- 2.6 That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
- 2.7 That the business or any associated person has been, is being, or is likely to be receiving or offering bribes.

they must use the Company's disclosure procedure as set out below.

**3. Disclosure Procedure**

- 3.1 Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed in the first instance to Laura Faulkner, Finance Director so that any appropriate action can be taken.
- 3.2 If it is inappropriate to make such a disclosure to the manager, the employee should speak to Duncan Roberts (Brightstone Solutions)- External Advisor.
- 3.3 If the employee still feels it is inappropriate to make such disclosure to the

Company's staff/advisors, they should direct their concerns to the awarding body FDQ Ltd by email: [fdq@fdq.org.uk](mailto:fdq@fdq.org.uk) Tel: 0113 3970 395 or the ESFA directly by email: [complaints.esfa@education.gov.uk](mailto:complaints.esfa@education.gov.uk).

- 3.4 Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.
- 3.5 However, failure to follow this procedure may result in the disclosure of information losing its 'protected status.'
- 3.6 For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to Laura Faulkner, Finance Director.

**This policy has been approved & authorised by:**

**Name:** Laura Faulkner  
**Position:** Finance Director  
**Date:** 1 January 2018  
**Signature:**