



WHISTLEBLOWING POLICY

PREAMBLE

1.1 At Argan Training, our core mission revolves around operating with integrity, transparency, and upholding high ethical principles in all our endeavours.

1.2 We trust all our team members to epitomize these values. While we strive for perfection, there can be occasional lapses, or potential malfeasance.

1.3 Encouraging an open culture, we invite all our team members to voice any apprehensions about potential irregularities without fearing repercussions.

1.4 Every reported issue will be treated with utmost seriousness, and individuals raising the alarm will be accorded the necessary protection and respect.

1.5 This document is for reference and guidance. Argan Training retains the rights to modify its content without prior notification.

ELIGIBILITY TO REPORT

2.1 This guideline is inclusive, covering all employees, consultants, contractors, interns, temporary workers, and stakeholders affiliated with Argan Training.

2.2 Service tenure is irrelevant for reporting under this policy.

USAGE OF THIS POLICY

3.1 Highlight concerns related to potential malfeasance linked to Argan Training's operations, particularly if you have reason to believe the occurrence of:

- Unlawful activities;
- Regulatory non-compliance;
- Miscarriages of justice;
- Health and safety threats;
- Environmental harm;
- Deliberate hiding of these issues.

3.2 The information shared should be in the wider public's interest.

3.3 Concerns should be fact-based and not merely speculative or opinionated.

EXCEPTIONS

4.1 Protection under this policy may not apply if you commit an offense during disclosure or share privileged information, e.g., communications with our legal team.

4.2 Personal grievances should be addressed through our Employee Resolution Policy.

4.3 Non-employees should use our Feedback System for personal grievances.

4.4 Concerns about external partners or clients should be addressed directly with them.

4.5 Generic feedback on our services not related to malpractice should be directed through our Feedback System.

PROCESS OF REPORTING

5.1 Begin by approaching your immediate supervisor. For temporary staff, the coordinator handling your tenure would be the first point of contact.

5.2 If you're uncomfortable with the above, please contact Natalie Machikiche, Head of Operations.

5.3 Still unsatisfied? Approach our Director, Kuda Machikiche.

5.4 We recommend written communication for record-keeping. You can communicate via phone, in-person, or email.

5.5 Evidence isn't mandatory, but details about the concern and its context are essential.

5.6 Although anonymous tips are accepted, attaching your name can be more effective.

5.7 Confidential discussions with peers are encouraged, but once officially reported, discretion is vital.

OUR RESPONSE

6.1 Argan Training assures an objective, consistent, and professional approach to all raised concerns.

6.2 We will acknowledge your report, gather essential details, and determine the subsequent action, which may include a formal investigation.

6.3 During any meeting, you're welcome to bring a colleague or representative, maintaining confidentiality.

6.4 All reports are logged in our Confidential Whistleblower Register.

6.5 Post-evaluation, we'll update you about the outcome, respecting others' confidentiality rights.

CONFIDENTIALITY ASSURANCE

7.1 Your confidentiality is paramount to us. Except where legally mandated, disclosures to third parties will be based on your consent.

EXTERNAL REPORTING

8.1 While we advocate for internal resolution, the law allows concerns to be raised with approved external bodies if genuinely required and if in public interest.

8.2 Before opting for this, consult the provided link on the GOV.UK website or seek advice from relevant organizations.

SAFEGUARDS

9.1 We are staunchly supportive of team members who voice genuine concerns.

9.2 Argan Training stands against any form of retaliation against whistleblowers.

9.3 If you feel you've faced adverse actions due to your report, inform Natalie Machikiche, Operations Head.

9.4 Retaliatory actions against whistleblowers will warrant strict disciplinary action.

9.5 Malicious, false, or self-serving reports may also invite repercussions.

9.6 Discontent with the resolution? Our Feedback System is there for you.

RESOURCES AND CONTACTS

10.1 For policy-related queries, reach out to Natalie Machikiche, Operations Head.

10.2 Public Concern at Work offers a confidential helpline: 020 7404 6609 and further info at www.pcaaw.co.uk.

10.3 Reach out to ACAS for guidance at 0300 123 1100 or www.acas.org.uk.

10.4 Union-affiliated members can also consult their representatives.