



# Whistleblowing Policy and Procedure

## 1. Policy Statement

At Hayat Medical Training, we are committed to maintaining the highest standards of integrity and transparency. We encourage employees, contractors, and other stakeholders to report any concerns about unethical behaviour, illegal activities, or breaches of our policies. This Whistleblowing Policy provides a clear and confidential process for reporting such concerns and ensures that whistleblowers are protected from retaliation.

## 2. Purpose

The purpose of this policy is to:

- Provide a clear procedure for reporting concerns.
- Protect individuals who raise concerns from retaliation.
- Ensure that concerns are investigated promptly and fairly.
- Maintain a culture of openness and accountability.

## 3. Scope

This policy applies to all employees, contractors, and other individuals associated with Hayat Medical Training.

## 4. Definitions

- **Whistleblowing:** Reporting of concerns about unethical behaviour, illegal activities, or violations of company policies.
- **Whistleblower:** An individual who reports concerns in good faith.
- **Retaliation:** Any adverse action taken against a whistleblower for reporting concerns.

## 5. Reporting Procedures

### 5.1. Reporting Channels

Concerns can be reported through the following channels:

- **Direct Supervisor:** Concerns can be reported directly to the whistleblower's immediate supervisor.
- **Designated Whistleblowing Officer:** Reports can be made to the designated Whistleblowing team ([reports@hayatmedicaltraining.com](mailto:reports@hayatmedicaltraining.com)) who are responsible for managing whistleblowing cases.
- **Anonymous Reporting:** Individuals can report concerns anonymously via online on the Anonymous Reporting Page, alternatively, individuals who create reports can simply request to remain anonymous.

## 5.2. Information to Include

When reporting a concern, please include the following information:

- Description of the concern or issue.
- Names of individuals involved.
- Dates and times of relevant events.
- Any supporting documents or evidence.

## 6. Protection of Whistleblowers

### 6.1. Confidentiality

All reports will be handled confidentially. The identity of the whistleblower will be protected to the extent possible.

### 6.2. Protection from Retaliation

Hayat Medical Training prohibits retaliation against any individual who reports a concern in good faith. Retaliation includes, but is not limited to, dismissal, demotion, harassment, or any adverse action.

### 6.3. Reporting Retaliation

If you believe you are experiencing retaliation as a result of whistleblowing, report it immediately to the Whistleblowing Officer or through the anonymous reporting channels.

## 7. Investigation and Resolution

### 7.1. Investigation

All reports will be investigated promptly and thoroughly. The investigation process will include:

- A preliminary assessment to determine the validity of the concern.
- An investigation plan outlining the steps to be taken.
- Collection of relevant evidence and interviews with witnesses.
- A final report summarizing the findings and recommendations.

## 7.2. Resolution

Based on the investigation, appropriate actions will be taken, which may include disciplinary measures, policy changes, or corrective actions. The whistleblower will be informed of the outcome of the investigation, where possible.

## 8. Policy Review

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements. Updates to the policy will be communicated to all employees.

## 9. Contact Information

For questions or further information regarding this policy, please contact:

- **Whistleblowing Team:** [reports@hayatmedicaltraining.com](mailto:reports@hayatmedicaltraining.com)
  - **Anonymous Reporting System/Hotline:** [www.hayatmedicaltraining.com](http://www.hayatmedicaltraining.com)
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