



# Whistleblowing Policy

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# 1 Mission Vision Values and Behaviours

## 1.1 Mission

Aspire Procurement Training exists to provide UK businesses with the next generation of aspiring supply chain professionals

## 1.2 Vision

To be the supply chain training provider of choice for apprenticeships and commercial courses, by putting the apprentice and the learner at the heart of everything we do

## 1.3 Core Values

- The passion and commitment to provide quality supply chain training
- The freedom from discrimination for all apprentices, learners, skills teachers, skills coaches and employees
- Continuous improvement through compliance to standards, adoption of best practice principles, and measurement against all performance targets

## 1.4 Behaviours

### 1.4.1 Be inspirational

- Our apprentices and learners perform best when they are inspired. Our whole team is passionate about the learning experience and committed to provide the best supply chain training

### 1.4.2 Add value

- We are focused on the value to the apprentice and the learner
- Both our study material and our teaching will bring to life the core academic content provided by our qualifying institutions
- Our skills trainers will be respected supply chain practitioners from a variety of industries and organisations and all will be MCIPS qualified
- Our teaching methods will be interactive and promote ethical best practice

### 1.4.3 Be inclusive

- We are advocates of inclusivity across all apprentices, learners, skills trainers, skills coaches and employees

### 1.4.4 Be a learner yourself

- Feedback and shared experiences will make us better. We are passionate about improvement
- We understand that learners have different learning styles. We will deliver our teaching in different formats and at a pace to suit the individual apprentice and learner

## 2 Policy Statement

Aspire Procurement Training wishes to conduct its business according to high standards of ethics, always within the law, and without detrimental impact upon the communities in which it operates.

The purpose of a whistleblowing policy is to allow anybody to hold Aspire Procurement Training to account where it is not achieving these aims.

## 3 Purpose

This Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within Aspire Procurement Training without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns within Aspire Procurement Training rather than ignoring a problem.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice.
- provide avenues for you to raise those concerns and receive feedback on any action taken.
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

## 4 Scope

This Policy is intended to enable those who become aware of wrongdoing within Aspire Procurement Training, to report their concerns at the earliest opportunity so that they can be properly investigated.

The Whistleblowing Policy is not intended to replace existing procedures:

- If you are raising a complaint, please use our Complaints Policy.
- If you are concerned about the welfare of persons under 18, or those of any age within care, or any form of extremist threat, then please use our Safeguarding and Prevent Policy.

Any serious concerns that **anybody** may have about service provision or the conduct of employees, tutors, skills coaches or other associates of Aspire Procurement Training may be raised, that:

- make you feel uncomfortable in terms of known standards;
- are not in keeping with the Aspire Procurement Training's policies;
- fall below established standards of practice; or
- are improper behaviour.

The list below is not exhaustive, but examples of concerns you may wish to highlight include:

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation);
- disclosures related to miscarriages of justice;
- racial, sexual, disability or other discrimination;
- health and safety of the public and/or other employees;
- damage to the environment;
- unauthorised use of public funds or other assets;
- possible fraud and corruption;
- neglect or abuse of clients; or
- other unethical conduct.

## 5 Roles and Responsibilities

The **directors** have the responsibility to review all whistleblowing claims.

## 6 Policy Implementation

### 6.1 Protecting the Whistleblower

#### 6.1.1 Your legal rights

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects anybody making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

The Act makes it unlawful for Aspire Procurement Training to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

#### 6.1.2 Harassment or Victimisation

Aspire Procurement Training recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear, because you will be doing your ethical duty.

Aspire Procurement Training will not tolerate any harassment or victimisation of a whistleblower.

#### 6.1.3 Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

#### 6.1.4 Anonymous Allegations

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful. but they may be considered at the discretion of the directors. In exercising this discretion the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern, and
- the likelihood of confirming the allegation from other sources

### 6.1.5 Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, Aspire Procurement Training will recognise your concern and you have nothing to fear. (If, however, you make an allegation frivolously, maliciously or for personal gain, appropriate action may be taken).

## 6.2 Raising a Concern

### 6.2.1 Who should you raise your concern with?

You should raise your concern by completing our whistleblowing form [here](#). You will be asked to provide the following information:

- the nature of your concern and why you believe it to be true; and
- the background and history of the concern (giving relevant dates).
- Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate that you have a genuine concern relating to suspected wrongdoing or malpractice within Aspire Procurement Training and there are reasonable grounds for your concern.

If, exceptionally, the concern is about the directors, your concern should be raised with the Quality Manager.

If you are unsure who to contact, the independent charity Protect can advise you. They offer a free and confidential helpline on 020 3117 2520.

## 6.3 What the directors of Aspire Procurement Training will do

The directors of Aspire Procurement Training will respond to your concerns as quickly as possible. Do not forget that testing your concerns is not the same as either accepting or rejecting them.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. In certain cases, however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately. Protection of others is paramount in all cases.

Where appropriate, the matters raised may:

- be investigated through Aspire Procurement Training's internal disciplinary and grievance process;
- be referred to the police; or

- be referred and put through established child protection/abuse procedures.

Within ten working days of a concern being raised, the person investigating your concern will write to you:

- acknowledging that the concern has been received,
- indicating how Aspire Procurement Training proposes to deal with the matter,
- supplying you with information on relevant support mechanisms,
- telling you whether further investigations will take place and if not, why not.

The amount of contact between you and the directors considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of your information. It is likely that you will be interviewed to ensure that your disclosure is fully understood.

Any meeting can be arranged at any neutral location, as you wish, and a union or professional association representative or a friend may accompany you in support. The directors may also bring professional representation and will advise you of this.

You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

## 7 Monitoring and Review

This policy will be reviewed annually to ensure that it is up to date and compliant with the latest legislation.

The policy was last updated in March 2023 and is due for renewal in March 2024.

This policy may also be updated before the renewal date if legislation changes or if monitoring and review of performance suggests that practices should be altered.

## 8 Signature



Richard Slater  
Director