

# Whistleblowing Policy

Written by	Alya Tarada - Head of HR <i>Alya Tarada</i> 2026-01-26
Reviewed by	James Batts - Principal <i>J Batts</i> 2026-01-26
Approved by	Shanee Puri - Executive Chair <i>Shanee Puri</i> 2026-01-26
Last review date	August 14th 2025
Review cycle	Annual
Next review date	August 14th 2026
<p>In the event there is a requirement to deviate from the approved policies and procedures detailed below, for any justifiable reason, a request will be submitted to the Executive Chair from the Principal or Head of Finance (whoever normally has final approval) to send to the Executive Chair for final decision within 5 working days. Any formal and lasting changes to policy and procedure must go through the approvals process.</p>	

**Policy statement:** This policy will be reviewed annually by the Executive Chair and the Head of Human Resources to ensure it remains compliant with local laws, best practices, and the evolving needs of the school. Any changes will be communicated to all staff, and the updated version will be published on the school's internal portal. All updates will be documented, and the previous versions will be archived for reference.

1. **Policy Overview:** Nadeen School is committed to maintaining a transparent and ethical work environment. The Whistleblowing Policy allows employees to report any unethical or illegal activities without fear of retaliation.
2. **Core Principles:** This policy applies to all employees, contractors, volunteers, and stakeholders who have concerns about any aspect of school operations that involve:
  - 2.1. Fraud, theft, or financial malpractice
  - 2.2. Safeguarding violations
  - 2.3. Bullying, harassment, or discrimination
  - 2.4. Breach of legal obligations
  - 2.5. Unsafe practices endangering staff or learners
  - 2.6. Any deliberate concealment of wrongdoing
3. **Procedures: Reporting Concerns:**
  - 3.1. Employees should report any concerns related to unethical behavior, misconduct, or illegal activities to the designated Whistleblowing Officer.
  - 3.2. Reports may be made:

- 3.2.1. In person to the Executive Chair of the Board
  - 3.2.2. Via email to whistleblowing@nadeenschool.com
  - 3.2.3. In writing (sealed envelope marked "Confidential – Whistleblowing") to the Executive Chair of the Board
- 3.3. Reports should include:
  - 3.3.1. the nature of the concern and why you believe it to be true
  - 3.3.2. the background and history of the concern (giving relevant dates where possible)
  - 3.3.3. clarity of whether the concern is historic or ongoing
  - 3.3.4. any information or evidence you believe which should be considered in support
- 4. Confidentiality:**
  - 4.1. Reports will be kept confidential, and the identity of the whistleblower will be protected.
- 5. Investigation:**
  - 5.1. The Executive Chair of the Board must acknowledge the concern within 3 working days.
  - 5.2. A preliminary review will determine if a full investigation is required.
  - 5.3. If warranted, an impartial investigation team will be assigned.
  - 5.4. All relevant evidence, documents, and testimonies will be gathered.
  - 5.5. Investigations will be completed within 15 working days wherever possible.
- 6. Outcomes and Actions**
  - 6.1. The whistleblower will be informed of the outcome (while maintaining confidentiality).
  - 6.2. Appropriate disciplinary or corrective actions will be taken if wrongdoing is confirmed.
  - 6.3. If the claim is unsubstantiated but made in good faith, no action will be taken against the whistleblower.
- 7. Records and Review**
  - 7.1. All whistleblowing reports and investigations will be documented and securely retained by the Executive Chair of the Board and HR Department
  - 7.2. This policy will be reviewed annually by the Head of HR Executive Chair of the Board to ensure continued relevance and effectiveness.
- 8. Policy Communication**
  - 8.1. All staff will receive annual training or reminders on whistleblowing procedures.
  - 8.2. The policy sits within the Human resources and Staffing Policies and SOPs document
  - 8.3. This policy will be reflected in the staff handbook and on the school website

**\*\*\* END \*\***

# Audit trail

## Details

FILE NAME Whistleblowing Policy v1.0

STATUS ● Signed

STATUS TIMESTAMP 2026/01/26  
09:36:59 UTC

## Activity



SENT

principalpa@nadeenschool.com **sent** a signature request to:

- JBatts (j.batts@nadeenschool.com)
- Shanee Puri (shanee.puri@nadeenschool.com)
- Alya Tarada (hr@nadeenschool.com)

2026/01/25  
12:21:37 UTC



SIGNED

**Signed** by JBatts (j.batts@nadeenschool.com)

2026/01/26  
09:23:34 UTC



SIGNED

**Signed** by Alya Tarada (hr@nadeenschool.com)

2026/01/26  
05:39:58 UTC



SIGNED

**Signed** by Shanee Puri (shanee.puri@nadeenschool.com)

2026/01/26  
09:36:59 UTC



COMPLETED

This document has been signed by all signers and is **complete**

2026/01/26  
09:36:59 UTC

The email address indicated above for each signer may be associated with a Google Account, and may either be the primary email address or secondary email address associated with that account.