

DOCUMENT TITLE	Whistleblower Policy	DOCUMENT Ref. GLTI/PO/QA -11
ISSUE DATE	REVISED	NEXT REVISION DATE
23-04-2022	29-01-2026	28-01-2027
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WHISTLEBLOWER POLICY

Purpose:

GLTI's Whistleblower Policy is an important element in detecting corrupt, illegal or other undesirable conduct. GLTI strongly encourages you to speak up if you suspect or witness any matters of concern. GLTI will take all reports made under this Policy seriously.

Reporting Procedure

To raise concern under these whistleblowing arrangements please contact **"GLTI contact person"** (see the contact details at the end of this policy).

When making an allegation it is helpful to us if you would provide as much information and supporting evidence as possible to inform and support any investigation we carry out.

It is not essential to have clear evidence before making an allegation under this policy, but you will need to explain, as fully as you can, the nature of the allegation or circumstances that give rise to your concerns.

We will always aim to keep the identity of the person making the allegations confidential where asked to do so, although we cannot guarantee this. We may need to disclose their identity should the allegation lead to issues that need to be taken forward by other parties such as:

- the police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- the courts (in connection with any court proceedings)
- the relevant regulatory authority (e.g. MOM, Awarding bodies...)

Outcomes of an investigation

If the investigation results in a proven case of malpractice or maladministration, we will take action against the relevant parties in accordance with our Malpractice and Maladministration Policy.

If the allegation is not proven by the investigation, provided the whistle-blower did not deliberately raise an allegation which they knew to be untrue, no action will be taken against them.

If the allegation was made due to a genuine misunderstanding, the individual(s) (e.g. centre personnel, candidate) who have been the subject of the investigation will be expected to bear no malice or ill feeling towards their accuser. The Head of Centre must ensure that centre personnel do not mistreat the whistle-blower.

Examples of Reportable Conduct:

- illegal conduct, such as theft, violence or threatened violence, and criminal damage against property;
- fraud, money laundering or misappropriation of funds;
- offering or accepting a bribe;
- financial irregularities;
- failure to comply with, or breach of, legal or regulatory requirements; and
- engaging in or threatening to engage in Detrimental Conduct against a person who has made a disclosure or is believed or suspected to have made or be planning to make a disclosure.

Communication, Training and CPD:

This policy shall be communicated to all GLTI employees and students. It shall be part of the new employee induction and training.

As a part of continuous improvement process of GLTI business conduct, all GLTI policies are subject for annual revision basis and changes in policies are made part of employees Continuous Professional Development.

GLTI contact person :

Centre Coordinator

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Muscat, P.C 112

Sultanate of Oman