

# **PAIGNTON SEC INFO TECH TRAINING CENTRE LTD**



## **WHISTLE BLOWING POLICY**

It is important for all members of staff in Paignton Sec to be aware of the need for accuracy and honesty in the recording of all training interventions especially those funded by LSC, Connexions and Nextstep. All of these records are required for audit and as such members of staff must be aware that any fraudulent activity could result in the loss of contracts and criminal investigation.

It is therefore the policy of Paignton Sec Info Tech that all information required for audit is completed in a timely fashion, in accordance with contract requirements and that all records are retained by the organisation for the contractual period (7 years).

Should any member of staff become aware of fraudulent activity, by anyone, that could in any way affect the contract requirements then the event or suspicion will be reported at once to the principal Pippa Garrigan in complete confidence, for investigation. If as a result of investigation it appears that fraudulent activity has taken place this will be deemed as gross misconduct and will result in instant dismissal.

The funding body affected by the activity will be contacted in order to correct all errors, either in the form of records or funding.

Pippa Garrigan

February 2010