

We are committed to conducting our business with honesty and integrity and we expect all employees to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

Whistleblowing is when an individual knows, or suspects, that there is some wrongdoing occurring within the organisation and alerts the employer or the relevant authority accordingly. Although this list is not exhaustive, examples of situations in which it might be appropriate for an individual to report wrongdoing include:

- A breach, or potential breach, of health and safety legislation.
- Financial irregularities.
- Harassment of a colleague, customer or other individual.
- Damage to the environment.
- The committing of a criminal offence.
- An act of bribery.
- Fraud.
- Any breach of legal or professional obligations.
- Deliberate concealment of any of the above.

If you know or suspect that some wrongdoing is occurring within the organisation, you should raise the matter immediately with your local branch manager in the first instance. If you do not receive a response within five working days or are unhappy with the result you may escalate your concerns to Operations Director Tristan Davies ([tristan@apolloteaching.com](mailto:tristan@apolloteaching.com)). If you are still unsatisfied you can further escalate to the matter to Legal Director Angela Painter ([angela@apolloteaching.com](mailto:angela@apolloteaching.com)) who will assess all previous communications from all parties and make a final decision.