MODEL PRIVATE SCHOOL, ABU DHABI

Whistleblower Policy

Name of Policy	**Whistleblower Policy**
Version	**1.1**
Effective From:	**AY 2024/2025 (Fall term)**
Compliance From:	**AY 2026/2027 (Fall term)**
Approved By:	
Scheduled Review Date:	

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

Whistleblowing
An instance where an individual passes on information about organizational malpractice (e.g., fraud, corruption, miscarriage of justice, risk of serious harm to an individual, risks or damage to the environment and other actions against public interest) taking place at, or near, their place of employment or education.

Purpose

- This Policy creates a school environment that is welcoming for all staff.
- This Policy enables a collaborative, caring, and supportive environment with safe spaces to discuss any dimension of wellbeing.
- This policy aims to improve staff experiences and wellbeing to achieve higher work satisfaction for all staff.
- This Policy encourages all stakeholders to maintain the highest standard of code and ethics, adhering to leading practices.
- This Policy aims to encourage and enable employees and other stakeholders to raise matters to management by providing a framework to promote responsible and secure whistle blowing without any fear of retaliation.
- This Policy is committed to ensuring and upholding an environment where open, honest communication is the norm, and that all employees and other stakeholders feel comfortable in raising “Alleged Misconduct”

Policy Statement

- Employees or Stakeholders who notice or become aware of any whistleblowing matters can report and raise an alert through the Whistleblower channels, as provided for under this policy.
- MPS has established an independent Whistleblower service, through which employees can anonymously raise concerns about any of the Whistleblowing matters.

- Employees may submit any report on a confidential and anonymous basis. If an employee chooses to provide his/her details but requests anonymity, Service Provide will not share the identity of the employee under any circumstances.
- If the whistleblower deems that he or she has suffered retaliation due to registering of a compliant through the Whistleblower Mechanism, this will be reported to the Redressal committee, if needed, who will investigate the concerns and propose remedies if the whistleblower is proven to have suffered harm
- Any person may communicate a Whistleblower concern to the procedures provided herein without fear of repercussion of any kind. MPS will not discharge, demote, suspend, threaten, harass or in any manner discriminate or tolerate discrimination against any employee based upon the employee's good faith reporting of potential misconduct.

Training and Awareness

- The Policy should be made available to employees through various communication channels including but not limited to distribution of posters and/or email notifications, and regular training and awareness session/s should be conducted to promote the whistleblowing system
- Records of all training shall be maintained and reviewed by the Human Resource manager periodically.
- Roles and responsibilities of the School Wellbeing Committee.
- Calendar of staff wellbeing events.
- General wellbeing guidelines and recommendations for staff (e.g., best practices on identifying burnout, how to manage stress, etc.).
- Staff onboarding initiatives (e.g., onboarding buddy programs, orientation events to learn about the school's work culture, etc.).
- School initiatives focusing on various aspects of wellbeing (e.g., staff lunches, sports events, celebrating birthdays, etc.).
- Healthcare services, including the provision/referral of counseling services as per the school's insurance policy.
- Mechanisms to address staff work-life balance (e.g., time off in lieu (TOIL), overtime compensation, staff "me-time" initiatives, etc.).
- Proactive check-ins for staff wellbeing.
- Grievance resolution mechanism and whistleblowing process.

Supporting Staff Wellbeing

Staff Support Mechanisms: MPS shall regularly check in on the wellbeing of staff and support any member who may be displaying early signs of concern or potentially may be at risk of harm.

1. MPS shall develop a process to identify staff who may be at risk of harm (e.g., showing signs of severe burnout or depression) and develop mechanisms to support and positively engage with staff.

2. If a serious staff wellbeing concern is identified that could have a potentially harmful impact on the concerned staff or others (e.g., suicidal ideation), schools shall have in place a process for confidential reporting within the school (e.g., to the Counselor, Student Protection Officer) for further escalation as appropriate.

Counseling Support: MPS are permitted to provide counseling assistance and support to staff (as required and with the consent of the parties involved) by leveraging nurses or school counselors to deliver the first level of aid. For serious instances, referrals shall be made to external social and healthcare professionals.

Whistleblowing: MPS shall establish a whistleblowing procedure as per the ADEK School Values and Ethics Policy. If the whistleblowing concern is raised by a member of staff or concerns a member of staff, then MPS shall abide by the following requirements:

1. A staff member reporting a whistleblowing concern to law enforcement authorities shall not be deemed to be in breach of any non-disclosure or confidentiality agreement with the school.

2. MPS shall record and investigate whistleblowing concerns reported by staff or in which a staff member is the subject while protecting their identity and implementing appropriate sanctions.

3. Investigation Processes: MPS shall have in place a clear, standard, transparent process to investigate concerns reported including:

    a. Investigation of reports and imposition of appropriate sanctions as deemed necessary on the relevant stakeholders according to laws and regulations in force.

b. Provision of support to staff throughout the investigation process to minimize negative impacts on their physical and emotional wellbeing.

c. Adherence to applicable policies, regulations, and laws in the UAE in implementing sanctions.

Staff Wellbeing Records

Confidential Records: MPS shall uphold the confidentiality of staff wellbeing information as per the applicable Federal Decree Law No. (45) Of 2021 Concerning the Protection of Personal Data, and the ADEK School Records Policy.

Such information may include:

1. Staff medical records and information to which the school has access.
2. Staff medical information reported to schools.
3. Information and records on health or social care support provided by the school.

Penalty for non-Compliance

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/ promotion
- Suspension
- Dismissal
- Any other relevant actions

Redressal committee Members:

- Governing body member
- Principal
- Vice Principal
- Head of the Section
- Supervisor
- Human Resource Manager
- Counsellor
- Social Worker

Grievance Redressal Channel-
Email: wellbeing@themodel.ae
MPS Hotline: +971505210451
Mail box: Designated Area

Benefits Grievance Handling procedures

- It encourages employees to raise concerns without fear of reprisal.
- It provides a fair & speedy means of dealing with grievances.
- It prevents minor disagreements developing into more serious disputes.
- It saves employer's time & money as solutions are found for workplace problems
- It helps build an organizational climate based on openness and trust.