

Process for Reviewing Company Policies

Operam Education Group recognises the importance of regularly reviewing and updating its policies and procedures to ensure ongoing compliance with legislation, alignment with industry best practices, and support for consistent business operations.

Policy Review:

- All company policies are formally reviewed on an annual basis, typically at the start of the academic year in September.
- Each policy is maintained as a controlled document, with the version number and date of update recorded.
- Where necessary, policies may be updated outside the annual review in response to changes in law, regulations or operational need.
- If a change in legislation or regulation occurs, the relevant policy will be updated to reflect the new requirements.
- These changes will be communication to all relevant stakeholders.

Communication of Policies:

- All updates and amendments are communicated to employees electronically.
- Policies are stored and maintained the Group's central forms and policies area, which is accessible to all Group employees.
- New employees are introduced to all relevant policies during induction and are required to electronically confirm they have read and accepted them.

Governance:

- The Senior Leadership Team are responsible for monitoring changes in law, education sector guidance and regulatory standards.
- The Chief Operating Officer will authorise all amendments and ensure the Policies are communicated to all relevant stakeholders.
- Operam Education Group promotes transparency by publishing key policies on the Group website and subsidiary brands where appropriate.