



The Old Lodge, 50 Queensbridge Road, Birmingham, B13 8QY
Tel: 0121 449 7117 Email: info@womenandtheatre.co.uk

Whistle Blowing Policy

General Statement of Policy:

- Women & Theatre is firmly committed to maintaining the highest standards of ethics, honesty, openness and accountability. It recognises that all its workers have an important role to play in achieving this goal.
- All of us at one time or another may have concerns about what is happening at work. Usually, these concerns are easily resolved. However, when they are about breaches of the law, serious misconduct by another person, health and safety or financial malpractice, it can be difficult to know what to do. This Policy enables an employee, freelancer, or volunteer to raise a genuine concern in an appropriate and effective way.
- This Policy is designed to protect those raising a genuine concern from detriment and unfair dismissal, in compliance with the Public Interest Disclosure Act 1998 and Public Interest Disclosure (Prescribed Persons) Order 2014.

What constitutes malpractice/ breach of the law?

The Public Interest Disclosure Act 1998 sets out a framework to promote the responsible and protected disclosure of concerns on the following matters:

- that a criminal offence has been committed, is being committed or is likely to be committed
- that a person has failed, is failing or is likely to fail to comply with a legal obligations which they are subject to
- that a miscarriage of justice has occurred, is occurring or is likely to occur
- that the health and safety of an individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within the matters above has been, is being or is likely to be concealed

Women & Theatre's Assurances:

- An employee, freelancer or volunteer raising a genuine concern will not be at risk of damaging their position as a result. Provided they are acting in good faith, it does not matter whether or not the concern proves to be well founded. Women & Theatre does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.
- Women & Theatre will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action.
- If an employee, freelancer or volunteer asks for their identity to be protected, it will not be disclosed without consent. If a situation arises where it is not possible to deal with the concern without

revealing their identity (for instance because evidence is needed in court), there will be a discussion as to whether and how we can proceed.

Procedure for raising a concern:

Step 1: Internal Line Management

If an employee, freelancer or Volunteer has a concern about malpractice, we hope they will feel able to raise it first with their line manager (Artistic Director/ General Manager). This may be done verbally or in writing, stating the facts of the matter clearly and outlining how they would like it to be investigated.

Step 2: Alternative Internal Contacts

If an employee feels unable to raise the matter with their line manager, for whatever reason, they should contact the other Chief Executive (Artistic Director/ General Manager) or the Chair of the Board.

Women & Theatre Chair, Artistic Director & General Manager can be contacted care of:

Women & Theatre, The Old Lodge, Uffculme
50 Queensbridge Road, Birmingham, B13 8QY
0121 449 7117
info@womenandtheatre.co.uk

Up-to-date, direct contact details for Board Members will be made available on request.

How Women & Theatre will handle the matter:

Women & Theatre will look into any concern raised to assess initially what action should be taken. If the concern falls more properly within other Women & Theatre policies (e.g. Grievance, Anti-Harassment & Bullying Policies) it will be dealt with via the appropriate procedures.

Women & Theatre will:

- Inform the employee of who is handling the matter and how they can be contacted
- Inform the employee of whether further assistance may be requested
- If requested, provide the worker with a written summary of their concern and an outline of how Women & Theatre proposes to handle it.

Step 3: External Contacts

If the nature of the matter is such that you cannot raise it with any of the above, or if the internal channels listed in *Step 1* and *2* have been followed and you still have concerns, please contact the following external organisation(s) or an appropriate Prescribed Person

Protect (previously Public Concern at Work): 020 3117 2520; <https://protect-advice.org.uk/>

Advisory, Conciliation & Arbitration Service (Acas): Helpline number; 0300 123 1100;
<https://www.acas.org.uk/advice>

Prescribed Persons:

The Public Interest Disclosure (Prescribed Persons) Order 2014 sets out the list of organisations and individuals who are prescribed persons that a worker may approach outside of their workplace to report wrongdoing, risk or malpractice. An up-to-date list of prescribed persons can be found here:

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

This policy was approved by W&T's Board of Directors on Wednesday 14 September 2022