

## **Bear Pit Theatre Whistleblowing Policy**

### 1. Policy Statement

The Bear Pit Theatre is committed to maintaining high standards of openness, integrity, and accountability. This policy provides a framework for employees, volunteers, and others to raise concerns about suspected wrongdoing or malpractice within the theatre, without fear of reprisal or victimisation.

### 2. Scope

This policy applies to all employees, volunteers, trustees, and others who work with or on behalf of the Bear Pit Theatre.

### 3. Definition of Whistleblowing

Whistleblowing is the disclosure of information that relates to suspected wrongdoing or dangers at work. This may include:

- Criminal activity
- Miscarriages of justice
- Danger to health and safety
- Damage to the environment
- Failure to comply with any legal or professional obligation or regulatory requirements
- Financial fraud or mismanagement
- Negligence
- Breach of our internal policies and procedures
- Conduct likely to damage our reputation
- Unauthorised disclosure of confidential information
- The deliberate concealment of any of the above matters

### 4. Reporting Procedure

- If an individual has a concern, they should raise it first with their line manager or the Theatre Manager.
- If the individual feels unable to raise the matter with their manager, they should raise it with the Chair of Trustees.
- If the concern relates to the Chair of Trustees, it should be raised with the Vice-Chair or another member of the Board.
- Concerns can be raised verbally or in writing, and should include as much detail as possible about the matter.

### 5. Investigation Procedure

- All concerns raised under this policy will be investigated thoroughly and promptly.
- The investigating officer will be appointed by the Board of Trustees and will have appropriate experience and no prior involvement in the matter.
- The investigating officer will report their findings to the Board of Trustees, who will decide on the appropriate course of action.

### 6. Confidentiality

- All concerns raised under this policy will be treated in confidence and every effort will be made not to reveal the individual's identity, if they so wish.
- However, in some circumstances, it may not be possible to maintain confidentiality if the individual is required to come forward as a witness.

#### 7. Protection for Whistle-blowers

- No individual who raises a genuine concern under this policy will be subject to any detriment or disadvantage as a result, even if the concern proves to be unfounded.
- Any employee who victimises or retaliates against an individual who has raised a concern will be subject to disciplinary action.

#### 8. False Allegations

- If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them.
- If, however, an individual makes a false allegation maliciously or for personal gain, disciplinary action may be taken against them.

#### 9. External Disclosures

- The aim of this policy is to provide an internal mechanism for reporting and investigating concerns. However, if an individual feels it is right to take the matter outside the theatre, they should contact a prescribed person or body, such as the Charity Commission or the police.

#### 10. Monitoring and Review

- The effectiveness of this policy will be monitored by the Board of Trustees and reviewed annually or sooner if required due to changes in legislation or circumstances.

This policy was last reviewed on 22 May 2024

Signed:

Chair of Trustees