



Whistleblowing Policy

Stage Theatre Society

Reviewed - October 2023

Introduction

At Stage Theatre Society we always aim to conduct ourselves ethically, and with honesty and integrity. We expect the same high standards from all involved with us including both cast and volunteers

We do, however, recognise that there may be occasions when we do not get this right. In these instances, you may feel that you need to raise your genuine and serious concerns through this whistleblowing policy.

This policy aims to provide avenues for all employees to raise concerns where they have a reasonable belief that:

- a criminal offense
- a miscarriage of justice
- an act creating risk to health and safety
- a breach of any other legal obligation; or
- concealment of any of the above

is being, has been, or is likely to have taken place. Examples of concerns about malpractice may include possible fraud and corruption, financial irregularities, dangerous procedures risking the health and safety of cast, volunteers or the public.

It is worth noting that, for a complaint, please make use of our compliments and complaints policy.

Aims and objectives of the society

Aims and objectives of the society shape the way we operate and are very important to us and are as follows.

- To improve quality of life for all members of the society.
- To increase performing and technical abilities of its members.
- FOR EVERYONE TO HAVE FUN
- To encourage discipline and learning in the activities we carry out.
- To have a balance of social and learning activities in the society.
- For all of our members to succeed in what they do with us at all times.
- To always encourage the best in our members.
- To progress with the show according to the rehearsal programme.
- To teach and offer new talents to our members.
- To make people want to be part of our society.
- To enable our members to bond socially with others.
- To always encourage commitment to the show from all members of the society.
- To distribute all show betterments to charitable organisations, or to be used to subsidise the next production if needed.
- To always keep within the proposed budgets for our shows.
- To increase community involvement and spirit within the society.
- To be able to fill our auditoriums with lively audiences.
- To have the audience always wanting more.
- To demonstrate to our audiences a different culture.

Whistleblowing process

1. Upon having reasonable belief of malpractice, the person should first make contact with either of the co-founders - preferably by writing or by email.

2. They should set out the background and history of the concern, giving names, dates and places where possible, and the reason why you are particularly concerned about the situation.

3. Once received, the co-founders will initially respond to you within 7 days. They will Confirm the following
 - Acknowledgement the concern has been received
 - Indication of how it is proposed to deal with the matter
 - To provide an estimate of how long it will take to provide a final response
 - Telling you whether any initial enquiries have been made, and
 - Telling you whether further investigations will take place, and if not, the reason why.

You must say that you are raising your concern using the whistleblowing policy and whether you wish your identity to be kept confidential. While we will make every effort to deal with your case confidentially, depending on the circumstances of the case this may not always be possible. Where this is the case, you will be informed of this and the reasons why it was not possible.

Your concern will be investigated by the co-founder that you raise your concern to.

They will arrange to meet you as soon as possible, to enable you to explain your concern.

They may not always be able to keep your details confidential but will always let you know if it is not possible to do so.

You will be told either at the meeting or as soon as possible afterwards, what action will be taken to address the concern you have raised. Where action is not taken, you will be informed and given an explanation. The action taken in response to a disclosure will depend on the nature of the concern.

Typically, the matters raised may result in one or more of the following:

- no action required
- action being taken under another policy or procedure
- an internal investigation under this policy
- a referral to the police or relevant statutory body
- a referral to the Charity Commission

Making a disclosure to the press

Disclosures to the press will not be considered reasonable and may constitute misconduct. As such, the matter might be treated as a disciplinary matter.