



## **KIT Theatre Whistleblowing Policy**

We are committed to creating and maintaining a culture of openness within our organisation so that individuals feel encouraged and confident to raise any concerns relating to suspected misconduct at an early stage.

We also recognise the negative effect which malpractice can have on the organisation, and therefore encourage you to raise genuine concerns, or any suspicions you may have concerning misconduct.

This Policy is intended to cover concerns that are made in the public interest and applies to all freelance staff.

### **Protection**

We appreciate that those reporting concerns may be apprehensive. We want to reassure you that you will suffer no detrimental treatment as a result of voicing your concerns.

We will not tolerate victimisation, harassment, bullying or any other detrimental treatment of any worker who has made a disclosure under this Policy. Complaints about such behaviour will be dealt with under a disciplinary procedure.

Should you feel you have been subjected to any detriment as a result of raising a concern under this Policy you should notify KIT's Producer or Artistic Director.

### **Disclosures under this Policy**

You can make a disclosure under this Policy if you have genuine concerns relating to any of the following areas of malpractice, or suspected malpractice:

- Criminal activity;
- Safeguarding concerns you feel haven't been dealt with appropriately;
- Miscarriages of justice;
- Practices endangering health and safety;
- Failure to comply with a legal obligation;
- Bribery;
- Financial malpractice, impropriety or fraud;
- Attempts to conceal any of the above.

The malpractice can be past, present or prospective. It may have occurred inside or outside the United Kingdom.

You are encouraged to report suspected wrongdoing as soon as possible. No action will be taken against you if you raise genuine concerns even if the concern you raised is not confirmed by any subsequent investigation.

### **Confidentiality and anonymity**

Any disclosure you make under this Policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.



We hope you will feel comfortable to voice any concerns openly, however, you may make a disclosure anonymously. However, concerns expressed anonymously cannot be dealt with as effectively as open disclosures as they are often more difficult to investigate.

### **How to make a disclosure**

In the first instance you should bring the matter to the attention of KIT's Producer, who will inform KIT's Artistic Director. If the disclosure contains allegations about the Producer or the malpractice occurs at this level, you may make the disclosure directly to KIT's Artistic Director. If your disclosure contains allegations that you do not wish to make to the Producer or Artistic Director, you can make the disclosure to the Chair of Advisory Board.

Producer can be contacted on [anna@kittheatre.org](mailto:anna@kittheatre.org) and 07904 868 013

Artistic Director can be contacted on [tom@kittheatre.org](mailto:tom@kittheatre.org) and 07932 327 536

Chair of Advisory Board can be contacted on [davidcahillroots@gmail.com](mailto:davidcahillroots@gmail.com)

### **Investigation**

Once a concern has been raised, we will investigate this. If you have not made the complaint anonymously, you will be asked to attend a meeting as part of this investigation.

We will keep you informed as to the progress of the investigation, as far as is possible and appropriate bearing in mind, in particular, any confidentiality obligations that apply. Please note that you will not be given details of any disciplinary action taken unless we consider this appropriate.

### **Dissatisfaction with the outcome of the process**

If you are dissatisfied with the outcome of the investigation, you should raise this with the Artistic Director, giving the reasons for your dissatisfaction. They will respond in writing notifying you of their acceptance or rejection of the need for further investigation and the reasons for this.

### **Training**

All freelancers will receive appropriate training to ensure that they are fully aware of their rights and responsibilities under this Policy.

### **Breach of this Policy**

We may invoke a disciplinary procedure if you are found to have subjected a whistle-blower to any form of detrimental treatment. It may also be invoked if you have intentionally misled us in respect of any matter, breached this Policy in any other way and/or if we believe that you have made a false allegation maliciously.

KIT Theatre's Whistleblowing Policy is fully supported by the Advisory Board. Our policy will be monitored and reviewed every two years.