

WHISTLE BLOWING POLICY

This policy is in line with the Public Interest Disclosure Act 1998 also known as whistle blowing legislation. The act is designed to enable 'workers' to report any serious wrong doing at work through making a 'public disclosure' in relation to an issue or concern without suffering any form of detriment from an 'employer' as a result of their disclosure.

This extends to the protection following a disclosure or deterring an individual from raising a concern. The act provides that any dismissal of the person who has made the disclosure arising from having made that disclosure would be automatically 'unfair' provided that the 'worker' making the disclosure has reasonable belief that the disclosure is in the public interest.

A whistle blower is protected by law if they report any of the following:

- a criminal offence, eg fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- unauthorised use of public funds
- sexual or physical abuse
- other unethical conduct
- the company is breaking the law, eg doesn't have the right insurance
- you believe someone is covering up wrongdoing

Complaints that are personal grievances (eg bullying, harassment, discrimination) don't count as whistle blowing and aren't covered by whistle blowing law, unless the particular case is in the public interest.

Procedure

The Whistle Blowing Procedure is primarily for concerns where the interest of others or Chrysalis Arts Development Ltd (CAD) itself are at risk. Project managers, artists and anyone undertaking work for CAD should use the Grievance Procedure or other relevant policy and procedure to address personal grievances arising in the course of their work with CAD. It is important that these processes are appropriately followed and not substituted by this whistle blowing procedure.

The whistle blower must have a reasonable belief that the disclosure they report is in the public interest.

CAD is committed to the highest standards of openness, probity and public accountability. It positively encourages people to voice concerns of any wrong doing in

how the company manages its affairs without fear of reprisal. This procedure is intended to encourage people to raise concerns within Chrysalis Arts, rather than overlooking a problem or 'blowing the whistle' outside.

Informal Approach

Anyone undertaking work for CAD who has a concern about something that is unlawful or amounts to improper conduct should contact either their project manager or an executive director of CAD orally to alert them to the issue and their intervention may be effective.

Formal Approach

Where informal methods fail, or a serious grievance occurs the complainant should contact either their project manager or an executive director of CAD as appropriate.

The complaint should be confirmed in writing and should state:

- the name of the complainant
- the nature of the complaint with details of what has occurred
- names and witnesses to any incident where appropriate
- any action already taken by the complainant to raise concern and/or to resolve the issue

If this process does not resolve the issue or if there is no project manager or an executive director of CAD that is appropriate to contact about this issue and it cannot be resolved by discussion with the project team or by discussion with the CAD Executive, then this matter shall be referred to the Board of Directors of CAD

Complainants should observe the confidentiality clause of their contract and should not in any circumstances consider making a disclosure to the media.

Action taken by CAD will depend on the nature of the concern. The matters raised may;

- be investigated internally
- be referred to the police
- be referred to ACAS

Owner

Procedure lead

Formally endorsed by

Last review

Next review

CAD Board

Rick Faulkner

CAD Board

Feb 2023

March 2026