

## Louth Playgoers Society Limited



### **Summary**

#### Policy Title

Whistleblowing Policy

#### Purpose

#### Scope

This policy applies to all our employees and volunteers regardless of employment agreement or position.

#### Policy Governance

The following identifies who is accountable, responsible, informed or consulted with regard to this policy:

- Responsible – the person(s) responsible for developing this policy
- Accountable – the person who has ultimate accountability and authority for the policy
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment
- Informed – the person(s) or groups to be informed after policy implementation or amendment

Responsible	Chairperson of the Board
Accountable	Theatre Manager
Consulted	Board of Directors
Informed	All Employees and Volunteers

#### Overview

The following key principles outline the Company's/Theatres approach to whistleblowing:

- Ensuring it adheres to statutory legislation and guidance
- Ensuring it is fair, equitable and transparent
- Ensuring it has the needs of the team members at heart
- Ensuring compliance with equality and diversity
- Ensuring consideration is given to the needs of the business

#### Introduction

Louth Playgoers Society Ltd. (LPS) is committed to maintaining the highest standards of integrity, honesty and professionalism and complying with its legal obligations.

Whilst LPS makes every effort to ensure that its business is conducted according to these standards, volunteers may be aware of, or suspect, certain failings or wrongdoings within the charity. Volunteers are strongly encouraged to raise any concerns they may have in accordance with this policy.

This policy provides volunteers with a general outline of the governing legislation in this area for guidance purposes only and should not be regarded as a complete or authoritative statement of the law.

## Policy

Under the Public Interest Disclosure Act 1998 ("PIDA"), you have the statutory right to disclose concerns relating to the charity without fear of victimisation or detriment. The concerns covered by PIDA relate to one or more of the following events. You must reasonably believe that the event has happened, is happening, or is likely to happen in the near future:

- A criminal offence;
- A failure to comply with any legal obligation;
- A miscarriage of justice;
- Danger to the health and safety of an individual
- Danger to the environment
- Failure to disclose an issue relating to safeguarding; and
- Deliberate concealment of any of the above

If you genuinely and in good faith believe that one of the above events has happened, is happening, or is likely to happen in the near future, you should raise the issue with the Company Secretary. If this is inappropriate, you may also raise your concerns directly with the Chairperson of the Board.

You will be informed who will investigate your concerns and advised of the likely timescale of the investigation. You may be asked to put your concerns in writing, provide as much information and evidence as possible, and attend further meetings as part of the investigation. You are entitled to be accompanied to any meeting which you attend in connection with the investigation.

LPS will endeavour to maintain confidentiality where possible, but this cannot be guaranteed. Depending on the nature of the complaint, the police or a regulator for example, may need to be involved. Although you may raise your concerns anonymously, it may not be possible to investigate or take further action if you do so. If it is a safeguarding issue this point does not apply.

If, for any reason, you feel that the person with whom you initially raised your concerns has failed to deal with the issue in a satisfactory manner, you should set out your concerns in writing and give them to the Chair of the Board or any other Board member.

Unless in exceptional circumstances, you should not disclose our concerns outside the charity unless you have first provided the charity with the opportunity to address the problem. In particular, no discussion of the issue should take place with any representative of the media. If it relates to a safeguarding issue, the individual is free to report it to the necessary authority.

If you feel that you are unable to raise your concerns within the charity, you may consider raising them with an appropriate authority. However, the charity hopes that most concerns raised on an internal basis will be resolved.

If you make a disclosure in accordance with this policy, in good faith, and with a genuine belief that any of the events outlined above has happened, is happening or is likely to happen in the near future, the charity will ensure that you do not suffer victimisation or any detriment as a result of raising your concerns.