

# **Kingsgate Workshops Trust Whistleblowing Policy**

**May 2023**

## **Introduction**

KWT knows that its staff are often the first to realise that there is something wrong in the organisation. We also recognise that the decision to report a concern can be a difficult one to make. We will provide a safe environment through which you can voice a concern, without fear of reprisal or unfair treatment.

KWT is committed to maintaining an open culture with the highest standards of honesty and accountability, where employees can report any legitimate concerns in confidence.

## **Definitions**

Whistleblowing is where an employee raises concerns about practices within their or an associated company. It is the duty of every member of KWT staff to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

KWT is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to KWT will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff who raise concerns reasonably and responsibly will not be penalised in any way

KWT is committed to ensuring that staff are able to raise reasonable concerns:

- without any risk of losing their employment or suffering any form of retribution in the workplace;
- knowing that we will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith;
- knowing that we will deal with any harassment that arises as a disciplinary action under our disciplinary policy;
- knowing that KWT will take action against anyone who destroys or conceals relevant evidence and
- knowing that complaints will be addressed in a confidential manner.

Protection is provided for employees who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest where you have a reasonable belief that:

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

is being, has been, or is likely to be, committed. Personal grievances (e.g bullying, harassment, discrimination) aren't covered by whistle blowing law, unless your particular case is in the public interest.

## Procedure

If you have any concerns about KWT being involved in any illegal activity, you should, in the first instance speak to your manager. If you believe your manager to be involved then you should inform the Executive Director or the Chair of Trustees. You may choose to be accompanied by a colleague at any stage of this procedure.

All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed. The Director or Chair will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, you will be informed in writing.

If you have made a complaint and you reasonably believe that the appropriate action has not been taken, you should, in the first instance, report to the Chair of Trustees if they have not been involved before this point. You can do so by contacting: [chair@kingsgateworkshops.org.uk](mailto:chair@kingsgateworkshops.org.uk)

Otherwise you should report the matter to KWT's auditors, the HSE, the police, or other appropriate authority. Employees who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work <http://www.pcaaw.org.uk>.

Licensees are not 'staff' in relation to whistle blowing. If licensees wish to raise a concern about how KWT is operating the Studios Handbook advises them to use the **Complaints procedure**.

## Change History

version	date	comments / changes	author
0.1	2023	<b>Drafted</b>	Dan Howard Birt
1.0	June 2023	<b>Approved</b>	Dan Howard Birt