



The Paper Birds Theatre Company WHISTLEBLOWING POLICY

Date created: September 2024
Staff responsible: Jemma McDonnell
Trustee responsible: Cristina Holst
Date of this review: October 2023
Date of next review: (Q2) November 2025

General Statement of Policy

All staff, employees, freelancers, participants and partners (the “individual(s)”) are encouraged to raise genuine concerns about possible improprieties in relation to The Paper Birds’ legal obligations or malpractices at the earliest opportunity, and in an appropriate way.

This policy is designed to: 1) support our values, 2) ensure staff, employees, freelancers, participants and partners can raise concerns without fear of suffering retribution and 3) provide a transparent and confidential process for dealing with concerns.

All of us at one time or another may have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about breaches of the law, fraud, serious misconduct by another person, health and safety or financial malpractice, it can be difficult to know what to do. This Policy enables staff, employees, freelancers, participants and partners to raise a genuine concern in an appropriate and effective way.

This Policy is designed to protect those raising a genuine concern from detriment and unfair dismissal, in compliance with the Public Interest Disclosure Act 1998.

What constitutes malpractice/ breach of the law?

The Public Interest Disclosure Act 1998 sets out a framework to promote the responsible and protected disclosure of concerns on the following matters:

- that a criminal offence has been committed, is being committed or is likely to be committed
- that a person has failed, is failing or is likely to fail to comply with a legal obligations which they are subject to
- that a miscarriage of justice has occurred, is occurring or is likely to occur



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- that the health and safety of an individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged
- Concealment of any of the above.

The Paper Birds' procedures

Any staff, employees, freelancers, participants and partners raising a genuine concern will not be at risk of damaging their position as a result. Provided they are acting in good faith, it does not matter whether or not the concern proves to be well founded. The Paper Birds does not extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

The Paper Birds will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action.

If any staff, employees, freelancers, participants and partners asks for their identity to be protected, it will not be disclosed without consent. If a situation arises where it is not possible to deal with the concern without revealing their identity (for instance because evidence is needed in court), there will be a discussion as to whether and how we can proceed.

Procedure for raising a concern

Step 1: Internal Line Management

If any staff, employees, freelancers, participants and partners have a concern about malpractice, we hope they will feel able to raise it first with their line manager or a company Co-Director. This may be done verbally or in writing, stating the facts of the matter clearly and outlining how they would like it to be investigated.

Contact details for company Co-Directors:

Jemma McDonnell- jemma@thepaperbirds.com

Kylie Perry- kylie@thepaperbirds.com

Step 2: Alternative Internal Contacts

If an employee feels unable to raise the matter with their line manager, for whatever reason, they should contact the other Co-Director, the Executive Producer, a Trustee or the Chair of the Board of Trustees.



Contact Details for Executive Producer Charlotte Kalantari–Gregory

charlotte@thepaperbirds.com

Contact Details for a Trustee Susan Nimmo Susan.Nimmo@natwest.com

Contact Details for the Chair of the Board of trustees holst.cristina@gmail.com

Step 3: External Contacts

If the nature of the matter is such that you cannot raise it with any of the above, or if the internal channels listed in Step 1 and 2 have been followed and you still have concerns, please contact the following external organisation(s):

PROTECT: Telephone: +44 (0)20 3 117 2520; <http://www.pcaw.org.uk/>

Advisory, Conciliation & Arbitration Service (Acas): Helpline telephone number: 0300 123 100; <http://www.acas.org.uk>

How The Paper Birds will handle the matter

The Paper Birds will look into any concern raised to assess initially what action should be taken.