



GLYNDEBOURNE

Whistleblowing - Disclosure of Information Policy

Glyndebourne aims to conduct its business honestly and with integrity at all times. However, like any organisation, there is a risk of activities going wrong or of unknowingly harbouring malpractice.

We encourage a culture of openness and accountability to help prevent such situations occurring. We expect all employees to maintain high standards of behaviour and it is the responsibility of all employees to report any wrongdoings or to raise any concerns that they might have about malpractice within the workplace.

Disclosure of information which relates to some danger, fraud or other illegal or unethical conduct in the workplace is commonly known as whistleblowing. Under the Public Interest Disclosure Act 1998 and the Enterprises and Regulatory Reform Act 2013, employees who blow the whistle on bad practice are protected from unfair dismissal or being disadvantaged as a result.

The aim of this policy is to ensure that employees are confident they can raise any matters of genuine concern to public interest in the knowledge that they will be taken seriously, that the matters will be investigated appropriately and regarded as confidential and without fear of reprisals

When to use the policy

Employees should use the whistleblowing policy if they have concerns about malpractice, including concerns about fundraising practices, within Glyndebourne that could affect other members of staff, performers or our audience. Complaints or concerns relating to the employee personally should be raised through the Grievance Procedure details of which can be found on the Intranet.

Who can use the policy?

For the purposes of this policy employees can include workers such as contractors and agency staff and volunteers. The policy can also be used by any child, young person or vulnerable adult or their carer to voice in confidence any concerns they may have about someone's behaviour or conduct at Glyndebourne or on any off site Glyndebourne organised activity.

Who to contact if you have a concern

Glyndebourne's Designated Whistleblowing Officer (DWO) is Sarah Hopwood, Managing Director sarah.hopwood@glyndebourne.com but the overall responsibility for the policy lies with the Glyndebourne Productions Board. If the disclosure is extremely serious or in any

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way involves the DWO it should be reported directly to John Botts, Chairman of the Glyndebourne Productions Ltd. Board. He can be contacted by email j.botts@bottscompany.com 020 7016 1201 or via his PA Inge Juchler, 103 Mount Street, 2nd floor, London W1K 2TJ i.juchler@bottscompany.com 020 7016 1202

In very serious circumstances or if the employee believes having made a disclosure under the procedure that the internal report does not address the concern raised, it may be appropriate for the employee to raise the concern with an external body. The government has prescribed a list of appropriate bodies e.g. The Charity Commissioners for England and Wales and the Health and Safety Executive. Concerns about fundraising can similarly be referred to the Fundraising Regulator. Independent and confidential advice to workers who are unsure whether or how to raise a public interest concern can be obtained from a charity called Public Concern at Work, who can be contacted by telephone on 020 7404 6609 and by e-mail at whistle@pcaw.co.uk. Their advice line is managed by lawyers experienced in whistleblowing law and practice and they do not disclose client confidential information without consent.

Whistleblowing Procedure

1. If any employee has what is termed as a 'qualifying disclosure' i.e. he/she reasonably believes that one or more of the following matters is either happening now, took place in the past, or is likely to happen in the future,:
 - a criminal offence;
 - the breach of a legal obligation;
 - a miscarriage of justice;
 - fundraising activities that do not meet the Fundraising Regulator standards
 - a danger to the health or safety of any individual;
 - damage to the environment; or
 - deliberate covering up of information tending to show any of the above matters.

The employee should raise the concern with the designated whistleblowing Officer (DWO) either in person or in writing. It is important that the employee makes it clear that the disclosure is being made under the Whistleblowing Policy and whether they wish their identity to be kept confidential.

We will value any concerns, suspicions or disclosure reported in the public interest. The belief need not be correct. It might be discovered subsequently that the employee was in fact wrong, but the employee must show that he/she held the belief, and that it was a reasonable belief in the circumstances at the time of disclosure.

Some examples of a 'qualifying disclosure' include breach of conduct or confidentiality, financial fraud, harassment, inappropriate behaviour with children, young people or vulnerable adults, and breaches of health and safety regulations.

2. We recognise that disclosures made under this policy may involve highly confidential and sensitive matters and employees may prefer to make an anonymous disclosure. However, proper investigation may prove impossible if the DWO cannot obtain further information, give feedback, or ascertain whether the

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disclosure was made in good faith. It is preferable therefore for whistleblowers to reveal their identity to the DWO and measures can be taken to preserve confidentiality if appropriate and to protect whistleblowers.

3. The DWO will ask you to formalise your concerns in writing either before or after the first meeting. You are entitled to be accompanied by a workplace colleague or union representative at any meeting with the DWO (or, if the DWO is unavailable, an individual acting in the DWO's place). Your companion will be asked to respect the confidentiality of your disclosure and any subsequent investigation.
4. The DWO will acknowledge receipt of your formal written disclosure within five working days and make appropriate arrangements for investigation keeping a record of further action taken.
5. The length and scope of the investigation will depend on the subject matter of the disclosure. In most instances, the DWO will carry out an initial assessment of the disclosure to determine whether there are grounds for a more detailed investigation to take place or whether the disclosure is, for example, based on erroneous information. In any event a report will be produced and copies will be provided to the board and, where appropriate, the employee will also receive a copy. If the employee is dissatisfied with the investigation or its conclusion then it may be appropriate for the employee to raise the concern with an external body.
6. So far as the DWO considers it appropriate and practicable, the employee will be kept informed of the progress of the investigation. If a longer investigation is considered necessary, the DWO may appoint a third party investigator or investigative team or involve external authorities. The DWO will endeavour to inform the employee of a referral to an external authority though in certain circumstances this may not be appropriate.
7. We will implement any recommendations for change identified as part of a disclosure investigation to minimise the risk of the recurrence of any malpractice or impropriety.

PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

Every effort will be made to keep the identity of a member of staff who makes a disclosure under this policy confidential. Employees will also be expected to keep the fact that they have raised a concern, the nature of the concern and the identity of those involved confidential, so as not to jeopardise the investigation. There may, however, be circumstances in which, because of the nature of the investigation or disclosure, it will be necessary to disclose the employee's identity. The DWO will take all reasonable steps to protect you from any victimisation, harassment or detriment as a result of having made a disclosure.

No employee who raises genuinely-held concerns in the public interest under this procedure will be dismissed or subjected to any detriment as a result of such

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action. Detriment includes unwarranted disciplinary action and victimisation. If an investigation under this procedure concludes that a disclosure has been made maliciously, vexatious, in bad faith or with a view to personal gain, the whistleblower may be subject to disciplinary action.

Any employee, who believes that they are being subjected to a detriment within the workplace as a result of raising concerns under this procedure, should inform the DWO immediately. Employees who victimise or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

Counselling support will be provided if required to assist any member of staff making a disclosure.

Those choosing to make disclosures without following this procedure or anonymously may not receive the protection.

This policy will be reviewed annually by the DWO and board from a legislative and operational perspective annually.