



# JAMIE CALLAGHAN STUDIOS

## Whistleblowing Policy

|             | Name            | Role             | Signature |
|-------------|-----------------|------------------|-----------|
| Prepared By | Jamie Callaghan | Director         |           |
|             | Benjamin Twist  | Assistant Manger |           |

|             | Name            | Role     | Signature |
|-------------|-----------------|----------|-----------|
| Approved By | Jamie Callaghan | Director |           |

**POLICY LAST REVIEWED:** April 2025

**NEXT REVIEW:** April 2026

## **INTRODUCTION:**

Jamie Callaghan Studios is a company that is firmly committed to fostering a culture of openness, transparency & accountability – anyone working for or on behalf of Jamie Callaghan Studios have an absolute right to speak up without fear of retaliation when they witness wrongdoing.

This policy outlines how concerns relating to unlawful, unethical or dangerous behaviour can be raised confidentially and responsibly.

## **WHAT IS WHISTLEBLOWING?**

*Whistleblowing is when someone reports suspected wrongdoing or risks that are in the public interest*

This may include:

- Criminal Activity/Misconduct
- Health & Safety Breaches
- Discrimination, Harassment or Abuse
- Environmental Damage
- Fraud, Bribery & Corruption
- Breaches of Legal / Contractual Obligations
- **Cover-ups of any mentioned above**

It's important to note that whistleblowing is not the same as raising a personal grievance (e.g. about pay or job role) and as such, personal grievances should be handled through the Jamie Callaghan Studios Grievance Procedure.

## **WHO CAN RAISE A CONCERN?**

This policy applies to:

- Employees
- Contractors
- Volunteers
- Suppliers and collaborators

Anyone working for or on behalf of Jamie Callaghan Studios are entitled to raise whistleblowing concerns.

## **OUR COMMITMENT:**

Whenever anybody raises a whistleblowing concern, they should be assured that:

- All concerns will be taken seriously, investigated fairly and treated with the upmost confidentiality & professionalism, without bias.
- They will not be penalised for raising concerns, even if they turn out to be unfounded.
- Jamie Callaghan Studios will provide support and protect whistleblowers from any threats of retaliation or victimisation.

## HOW TO RAISE A WHISTLEBLOWING CONCERN:

**Anyone witnessing or experienced anything that may be of concern should do the following:**

- Raise the concern informally via their line management

Alternatively, you can formally report your concern in email or writing to:

**The Director – Jamie Callaghan**

Email: [jamiecallaghan@jcallaghanstudios.co.uk](mailto:jamiecallaghan@jcallaghanstudios.co.uk)

*All concerns will be treated confidentially and anonymously.*

After your concerns have been raised, the following will happen next:

- Concerns will be acknowledged within 5 working days
- An internal investigation will be carried out, led by appropriate & impartial personnel
- Upon finding any wrongdoing, Jamie Callaghan Studios will take immediate action which is proportionate to the circumstances.
- Jamie Callaghan Studios will keep the complainant updated throughout the investigation.

## PROTECTION FOR WHISTLEBLOWERS

Jamie Callaghan Studios will not tolerate any form of retaliation against someone who reports a concern in good faith, anyone who believes they have been treated unfairly after whistleblowing are encourage to report it as this will be investigated as a separate issue.

## CONFIDENTIALITY

We will keep all whistleblowing reports as confidential as possible, your identity will not be shared without your consent, unless required by law.