



Studio Monitor

Protected Disclosure –“Whistle Blowing” Policy Summary

If you have a concern about something inappropriate that is happening at work, and you feel that you can't raise this concern with your line manager, a more senior manager or HR, we would like to hear about it.

It might be that you are worried that someone is taking money, or is involved in some other corrupt practice. Or perhaps you're concerned that someone is at risk of being hurt in the course of our work, or that we might be breaking the law where you work.

Anything you tell us will be treated with the strictest confidence, and we will not reveal your identity to anyone else, inside or outside of the organisation, without your permission.

If this applies to you, please let us know. You can get in contact with Nino Zuriashvili, editor-in-chief. Nana Biganishvili, editor.

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Introduction

Studio Monitor is firmly committed to maintaining the highest standards of ethics, honesty, openness and accountability. It recognises that all of its employees have an important role to play in achieving this goal.

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, serious misconduct by another person, health and safety or financial malpractice, it can be difficult to know what to do.

If you have a well founded concern, this policy enables you to raise it in an appropriate and effective way.

If a concern of this type is troubling you, which you think should be reported and investigated, please follow this Policy. You should always try to deal with any concerns through your line manager first and only follow the other routes available if that is not possible. All matters will be treated in confidence.

This Policy is designed to protect those raising a genuine concern from detriment and unfair

dismissal.

Policy Statement

Studio Monitor encourages an open culture in all its dealings between staff, managers and all people with whom it comes into contact. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all Studio Monitor staff, and also to individuals who work within the Studio Monitor including casual, temporary agency staff, freelancers, trainees, home workers and contractors, who feel they need to raise certain issues relating to the Studio Monitor, in confidence.

This Act 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;

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;

that information tending to show any matter falling within the matters above has been, is being or is likely to be concealed.

The Procedure is not a channel for staff to raise matters in relation to their terms and conditions of employment.

The procedure allows individuals to have their concerns treated in confidence.

All concerns must be raised in good faith. Anyone who abuses the procedure (for example by maliciously raising a concern they know to be untrue) will be subject to disciplinary action, as will anyone who victimises a colleague by raising a concern through this procedure.

Your protection

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in good faith, it does not matter whether or not your concern proves to be well founded. Studio Monitor does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

Your confidence

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

You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your consent. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance because your evidence is needed in court), there will be a discussion as to whether and how we can proceed.

This policy does not cover the situation where information about malpractice is received anonymously; discretion will be used in the investigation of such information.

How to raise your concern

Step 1: Internal Line Management

If you have a concern about malpractice (defined in Section 1), we hope you will feel able to raise it first with your line manager or more senior manager. This may be done orally or in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell us at this stage. If you are writing, remember to give details of how you can be contacted.

Step 2: Alternative Internal Contacts

If you feel unable to raise the matter with someone in your immediate line management, for whatever reason, please contact one of the following:

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How Studio Monitor will handle the matter

Once you have reported your concern, Studio Monitor will look into it to assess initially what action should be taken. You may be asked how you think the matter might best be resolved.

Studio Monitor will tell you who is handling the matter and how you can contact him

or her;

say whether your further assistance may be requested;

and, if you request, you will be written to, with a summary of your concern and an outline of how Studio Monitor proposes to handle it.

While the purpose of this policy is to enable Studio Monitor to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidentiality owed by us to someone else.

If you are dissatisfied

If you are unhappy with Studio Monitor response, remember you can go to the other levels and bodies detailed in this policy. While Studio Monitor cannot guarantee that it will respond to all matters in the way that you might wish, the matter will be handled fairly and properly. By using this policy, you will help us to achieve this.

For further information on Studio Monitor Action Whistle blowing Policy, please contact:

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