

Warehouse Theatre Company
Whistleblower Policy
10/2022

(Adapted from the February 2012 American Association of Community Theatre Policy)

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Warehouse Theatre Company (WTC) will investigate any suspected fraudulent or dishonest use or misuse of resources or property by staff, board members, consultants or volunteers.

Staff, board members, consultants, contractors and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a “whistleblower”) pursuant to the procedures set forth below.

Reporting

A person’s concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the employee’s supervisor, or if suspected by a volunteer, to the staff/Company member supporting the volunteer’s work. If, for any reason, a person finds it difficult to report concerns to a supervisor or staff /Company member supporting the volunteer’s work, the person may report the concerns directly to the Executive Director. If it is the Executive Director who is suspected, concerns should be reported to the Board President. Alternatively, to facilitate reporting suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity or knowingly false allegations. Individuals making such allegations may be subject to disciplinary action by WTC and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuing a benefit or advantage in violation of WTC Conflict of Interest Policy
- Misappropriation or misuse of WTC resources, such as funds, supplies or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower: An employee, consultant or volunteer who informs a supervisor, the Executive Director or the Board President about an activity relating to the WTC that the person believes to be fraudulent or dishonest.

Rights and Responsibilities

Supervisors/Directors/Producers

Supervisors are required to report suspected fraudulent or dishonest conduct to the Executive

Director. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to people suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media or anyone other than the Executive Director
- Should not report the case to an authorized law enforcement officer without first discussing the case with the Executive Director

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent people, such as auditors and/or attorneys.

Whistleblower Protection

The WTC will protect whistleblowers as defined below:

- WTC will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that WTC can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, consultants, contractors and volunteers may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written

complaint with the Executive Director or the Board President. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are sustained. Protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

- Whistleblowers must be cautious to avoid baseless allegations (as described above in the Definitions section of this policy).