



WHISTLEBLOWING POLICY

1. Purpose

At Viper Productions, we are committed to fostering a culture of openness, safety, and accountability. We believe that everyone working with us has a 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.

2. What Is Whistleblowing?

Whistleblowing is when someone reports suspected wrongdoing or risks that are in the public interest. This may include:

- Criminal activity or misconduct
- Health and safety violations
- Discrimination, harassment, or abuse
- Environmental damage
- Fraud, bribery, or corruption
- Breaches of legal or contractual obligations
- Cover-ups of any of the above

It is not the same as raising a personal grievance (e.g. about pay or workload)—those should be handled through our grievance procedure.

3. Our Commitment

- All concerns will be taken seriously, investigated fairly, and treated with confidentiality and professionalism.
- You will not be penalised for raising concerns in good faith—even if they turn out to be unfounded.
- We will provide support and protect whistleblowers from any threats of retaliation or victimisation.

4. Who Can Raise a Concern?

This policy applies to:

- Employees
- Freelancers
- Contractors
- Volunteers
- Suppliers and collaborators

Anyone working with or for Viper Productions can speak up under this policy.

5. How to Raise a Concern

If you see or experience something concerning:

- Raise it informally (if you feel safe) with your line manager, production lead, or a trusted senior team member.
- Formally report it via email or in writing to:
karl@viperproductions.co.uk (or another dedicated contact if preferred)
- You may also raise concerns anonymously where appropriate.

6. What Happens Next

- Your concern will be acknowledged within 5 working days.
- An internal investigation will be carried out, led by an appropriate and impartial person.
- If wrongdoing is found, we will take immediate and proportionate action.
- We will keep you updated throughout the process unless you have chosen to remain anonymous.

7. Protection for Whistleblowers

We will not tolerate any form of retaliation against someone who reports a concern in good faith. If you believe you have been treated unfairly after whistleblowing, please report it—this will be investigated as a separate issue.

8. Confidentiality

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

9. Policy Review

This policy will be reviewed annually or sooner if legislation or internal practices change.

This policy was approved by Viper Productions

Last reviewed: 20th April 2025