



WHISTLEBLOWER POLICY

Introduction and Purpose:

It is the intent of Evolution Theatre Company (ETC) to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

ETC has approved these policies and procedures to ensure that people can raise concerns regarding actual or suspected contravention of the Company's ethical and legal standards without fear or reprisal or feeling threatened by doing so. The Policy aims to facilitate disclosure of questionable practices, encourage proper individual conduct, and alert the Committee of potential problems before they have serious consequences. This Policy aims to support and reinforce the ETC Code of Conduct and Ethics (which can be found at <http://www.evolutiontheatre.org.nz>). If any employee or contractor reasonably believes that some policy, practice, or activity of (ETC) is in violation of the law, a written complaint may be filed with the Committee President.

The Company shall maintain on its website located at <http://www.evolutiontheatre.org.nz> and communicate to its employees the procedures for submitting allegations. If an employee or any other person has an allegation, such persons are encouraged to report these complaints or concerns via Email or Postal Mail. Such may be submitted on a confidential basis.



Protection from Retaliation:

ETC acknowledges that whistleblowers or staff making internal disclosures may be concerned about reprisals, discriminations, harassment or retribution in making an internal disclosure. The Company is committed to minimising those possibilities with the following:

- Protection of the identity of the person making the internal disclosure.
- Protection from personal disadvantage for having made the disclosure where the discloser has acted in good faith and has not engaged in misconduct or illegal activities or made a malicious disclosure.
- Protection from victimisation for having made the disclosure.

ETC intends to investigate thoroughly any report, concern or complaint made in good faith that the Company receives relating to a suspected violation. Every director or employee will be required to cooperate in internal investigations of misconduct or unethical behaviour.

Type of Reportable:

For the purposes of making a report under this Policy, matters may include, but are not limited to, any actual or suspected:

- conduct or practices which are dishonest, illegal or breach any law;
- breach of any Company policy including the Company's Code of Conduct and Ethics;
- sexual harassment;
- inappropriate accounting, internal accounting controls, or auditing matters;



- corrupt activities;
- theft, fraud or misappropriation of assets;
- significant mismanagement or waste of funds or resources;
- abuse of authority; or
- unsafe work practice or environment.

ETC considers and will take such allegations seriously. It equally expects and assumes that allegations are made in good faith, are truthful and can be substantiated.

How to Submit and Allegation:

Concerns may be communicated by any of the following means:

- Email: info@evolutiontheatre.org.nz
- Or by mail to:
 - Committee President
 - Evolution Theatre Company
 - 75 Disraeli Street
 - Gisborne, 4010

The Executive Committee will then discuss and decide the appropriate action to take in order to investigate and validate the allegation. They may request special treatment of any allegation, including the retention of outside counsel, accountants, or other advisors.

Both employees and non-employees may submit an allegation. An allegation should include enough information about the incident or situation to allow the Company to investigate it properly. Should the complainant wish to remain anonymous, he or she may send the complaint in a way that does not reveal his or her identity. Should, however,



the complainant wish to co-operate in further investigation of the complaint, he or she should submit his or her name and contact details together with the complaint. If the complainant identified him or herself in the report, the Committee might contact him or her to ask for further information about the matters reported in the complaint. Every report of a possible violation, compliance concern, complaint or other information relating to an allegation will be retained in written or electronic form.

Amendments:

ETC reviews its policies from time to time to ensure compliance with applicable law and conformity with industry practice. Therefore, this policy may be amended, modified or waived at the discretion of the Company in accordance with applicable law and regulation.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature Date