

Whistleblowing Policy

*United Nations Convention on the Rights of Persons with Disabilities,
Article 1. The purpose of the present Convention is to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.*

1. Who does this policy apply to?

1.1. This policy applies to anyone who has or is working for us or doing something in connection with their work for us. It includes past and current:

- officers and managers;
- board members;
- employees;
- volunteers;
- individuals who supply goods and services to us, and, their employees;
- work experience students;
- commissioned agents and consultants;
- a relative of an individual referred to above; and
- a dependent of an individual referred to above or of such an individual's spouse

(collectively referred to as 'Disclosers').

2. What is the purpose of this policy?

- to encourage more disclosures of wrongdoing;
- to help deter wrongdoing, in line with our risk management and governance framework;
- to ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
- to ensure disclosures are dealt with appropriately and on a timely basis;
- to provide transparency around the entity's framework for receiving, handling and investigating disclosures;
- to support our values and Code of Conduct;

- to support the entity's long-term sustainability and reputation; and
- to meet our legal and regulatory obligations.

3. What is our policy?

3.1. Whistleblowing is when employees or others speak up about misconduct in our organisation. It is when they speak up to people who can, or should, do something about it. We will:

- establish and communicate accessible mechanisms to allow all workers and their families to identify and report genuine concerns about illegal conduct or any improper state of affairs, without fear of reprisals; and
- ensure all employees and Directors are aware of the protections available under this policy and whistleblower laws and provide those protections when applicable.

3.2. We want a culture where everyone is encouraged and supported to raise concerns. We want everyone to feel safe and know we will take their concerns seriously.

3.3. We want an environment where anyone feels confident that they can raise concerns about misconduct or make disclosures. We want everyone to have those concerns and disclosures taken seriously, without fear of victimisation or reprisal.

3.4. Where a report or complaint is made, we will:

- respond to disclosures promptly and fairly;
- uphold people's right to disclose anonymously;
- protect and support the dignity, wellbeing, career and reputation of anyone who discloses on the basis of reasonable grounds for suspecting misconduct;
- maintain the confidentiality of disclosers and everyone involved in the disclosure;
- provide appropriate support and protection to everyone involved in the disclosure;
- protect disclosers from reprisal, harassment or victimisation; and
- investigate and resolve disclosures when appropriate.

Relevant Resources

4. Legislation, external requirements and oversight bodies

National

[AS 8004-2003 Australian Standard on Whistleblower Protection Programs for Entities](#)

[Australian Securities and Investments Commission](#)

['Regulatory Guide 270, Whistleblower Policies', 2019](#)

Banking Act 1959

Corporations Act 2001

[NDIS Legislation, Rules and Policies](#)

Insurance Act 1973

Life Insurance Act 1995

Superannuation Industry (Supervision) Act 1993

Taxation Administration Act 1953

Treasury Laws Amendment Act (Enhancing Whistleblower Protections)(2019)

New South Wales

Public Interests Disclosure Act 1994 (NSW)

Victoria

Protected Disclosure Act 2012 (VIC)

5. QMS policies, procedures and/or forms

[Code of Conduct](#)

[Complaints and Feedback Policy](#)

[Complaints and Feedback Procedure](#)

[Discipline Policy](#)

[Employee Assistance Programme Policy](#)

[Employee Grievance Policy and Practice](#)

[Manual](#)

[Whistleblowing Policy](#)

Easy English Documents

[Easy English Whistleblowing Policy](#)

[Easy English Complaints and Feedback Policy](#)