Policy – Whistleblower

Purpose

The purpose of this policy is to ensure that all (Company) business activities are carried out in a way that is ethical, legally compliant and proper manner, such that appropriate standards of conduct and performance are maintained. Employees of (Company) are expected to co-operate by reporting any non-compliant, suspicious or improper conduct they encounter (i.e. become a ‘Whistleblower’), knowing that they will be protected by (Company) for making such reports.

Scope

This policy applies to all employees, consultants, contractors and volunteers.

Policy

Any (Company) employee who becomes a Whistleblower and discloses suspicious or improper conduct will be protected, provided that the reports are made in good faith and that the employee him/her self has not engaged in any improper conduct.

Employees making allegations under this policy should be careful to ensure that their allegations are genuine. Where it is found that the person making the allegation made it in good faith on reasonable grounds, the person shall suffer no employment-related disadvantage on account of their actions in this matter and shall be provided with additional support, where necessary.

In circumstances where it is not possible to maintain the anonymity of the Whistleblower the right of that employee to request leave of absence, or temporary relocation, where possible, will be considered.

In circumstances where an employee, who has made a report of suspicious and/or improper conduct, considers that retaliatory action has been taken against them, their colleagues or their relatives, they should contact the (Company) Managing Director/CEO/Human Resources/Compliance Manager (being the Responsible Person).

In circumstances where a Whistleblower feels aggrieved about the result of an investigation into their allegations, that employee and (Company) will agree on a process for review (which may involve an independent mediator) to resolve the matter.

Definitions

**Improper Conduct**

Improper Conduct refers to breaches of general law, organisational policy, or generally recognised principles of ethics including but not limited to:

* corrupt conduct
* fraud or theft
* official misconduct
* maladministration
* harassment or unlawful discrimination
* serious and substantial waste of public resources
* practices endangering the health or safety of the staff, volunteers, or the general public
* practices endangering the environment

**Responsible Person**

Any of Managing Director/CEO/Human Resources/Compliance Manager

Content

1. Confidentiality

All disclosures under this policy must be treated as confidential and must not be disclosed to anyone not connected with the investigation without the consent of the Whistleblower or unless the Responsible Person and/or investigating officer are obliged to do so by law. Whilst employees are encouraged to affix their name to any disclosures made under this policy, such reports will be accepted anonymously.

1. The Corporations Act 2001

The Corporations Act 2001 (Corporations Act) protects certain Whistleblower activities, and protects Whistleblowers from persecution. These protections are designed to encourage people within companies, or with special connections to companies, to alert ASIC and other authorities to illegal behaviour.

1. False Disclosure of Improper Conduct

Care should be taken not to make deliberate or malicious false disclosures of suspicious or improper conduct. Any employee found to have made such a disclosure will be subject to disciplinary action, including possible termination of employment.

1. Process

Once an allegation of improper conduct has been raised, the matter will be handed over to the Responsible Person. They will then arrange for the case to be investigated to determine whether there is substance to the allegations.

Throughout the investigative process the Whistleblower will be appraised of progress.

At the conclusion of the investigations, the Responsible Person will be informed of the outcome of the investigation and consulted as to a decision regarding the matter.

**Breaches of this Policy**

Breaches of this policy will be taken very seriously and may result in disciplinary action, including the termination of employment.

**Approvals & review**

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| --- | --- |
| Policy review date: |  |
| Policy approved by title: | [Company] Pty Ltd |
| Policy approved by signature: |  |