**** BUV Whistleblower Policy Template

Purpose

Notwithstanding the requirement to have a formal whistleblower policy only applies to public companies, large proprietary companies, and proprietary companies that are the trustees of registrable superannuation entities, [Insert Organisation Name] voluntarily formalise this policy to document and implement a strategy for dealing with any whistleblower reports we may receive.

*OR*

As a charity structured as a public company limited by guarantee, [Insert Organisation Name] is required to have a whistleblower policy.

The purpose of this policy is to:

* Encourage and facilitate disclosures of improper activity, conduct or behaviour deemed illegal, unethical or in violation of law, regulation or [Insert Organisation Name] policy;
* Provide protection for persons who make those disclosures and persons who may suffer reprisals in relation to those disclosures;
* Provide for the matters disclosed to be properly investigated and dealt with.

Commitment

All [Insert Organisation Name] staff, volunteers and contractors are ethically required to report (oral or written) all evidence of activity, conduct or behaviour within [Insert Organisation Name] deemed illegal, unethical or in violation of law, regulation or [Insert Organisation Name] policy.

[Insert Organisation Name] is committed to providing those involved with our organisation a safe environment to report breaches deemed illegal, unethical or in violation of law, regulation or [Insert Organisation Name] policy.

Related Code/Policy

* [Insert Organisation Name] Code of Conduct
* [Insert Organisation Name] Dispute and Grievance Policy
* Any other related internal codes/policies

What Should Be Reported

Activity, conduct or behaviour of the following nature should be reported:

* Fraudulent
* Illegal
* Corrupt
* Dishonest
* Unethical
* Violation of the law or any legal code
* Is creating an unsafe environment
* Breaches of [Insert Organisation Name] policies
* Discriminatory
* Harassment and/or bullying of any kind
* Any conduct which is detrimental to [Insert Organisation Name] and could cause reputational or financial loss

To Whom Should a Report be Made

1. At the first instance, you are encouraged to report to your manager.
2. Where you believe your manager is not the appropriate person to report to, you may report to a more senior manager or [Insert alternative responsible official].
3. In certain cases, you may report to the BUV Office who can act as an independent third party.

Confidentiality and Protection

When you, in good faith, report an incident under this Policy,

1. Your details, and the information you provided, will be treated in strictest confidence;
2. Your details will only be shared on a need to know basis with those who have a role to play in looking into the matter, or under applicable law where [Insert Organisation Name] is required to share your details as part of its legal obligations;
3. You will be protected from threats of retaliation, termination of employment, discrimination or any other action that can be perceived as retaliation for making a report;
4. If you feel that you have already been retaliated against, you should escalate this immediately to the [Insert the Responsible Official], who will take the action they feel is appropriate as well as come up with recommendations for how the situation can be resolved.

In addition, you may not be adversely affected because you refused to carry out a directive that constitutes fraud or is a violation of State or Federal Law.

Anonymity

Anonymous reports of wrongdoing are accepted under this Policy. Anonymous reports may have significant limitations that inhibit a proper and appropriate inquiry or investigation. These limitations may include the inability to provide feedback on the outcome and/or to gather additional particulars to assist the inquiry/investigation.

Process

1. The manager who is informed, or is aware of alleged improper activities will take immediate and appropriate action to commence investigation.
2. In cases where the breach does not represent a significant risk to safety or to the finance or reputation of the organisation, the matter can be resolved by the manager.
3. If necessary, the manager may escalate the report to more senior manager or [Insert alternative responsible official].
4. The alleged breach will be thoroughly investigated and documented.
5. [Insert Organisation Name] may engage outside legal, accounting, human resources or other consultants as appropriate, to conduct any investigation.
6. When investigation and report are finalised, [Insert Board, Leadership or Management Group] will be updated.
7. Where appropriate and necessary, corrective and disciplinary actions may be taken, which may include, alone or in combination, a warning or letter of reprimand, suspension without pay, or termination of employment.
8. [Insert Organisation Name] is committed to providing feedback on the outcome to the person reporting the matter.
9. [Insert Organisation Name] will retain, as part of the records, any such complaints or concerns for a period of no less than two years.

Escalation

If the person making the report is not satisfied with the result, they can escalate this to the [Insert Name of Official] who will review the request.

Failure to Comply with this Policy

Any breach of this Policy may result in disciplinary action, including dismissal from the Organisation.

Changes to Policy

Any changes to this policy must be approved by [Insert Name of Official, Board, Leadership or Management Group].

History of Revision

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| --- | --- | --- |
| **Revision date** | **Revision no.** | **Summary of changes** |
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