



YMCA Queanbeyan - Whistleblower Policy

OFFICE USE ONLY

1. TITLE - Whistleblower Policy

2. INTRODUCTION

YMCA of Queanbeyan is committed to establishing and maintaining a culture of good governance and corporate compliance with ethical behaviour generally. This includes the ability for people within and outside of the organisation being able to come forward with complaints of fraud, corruption or general misconduct (“reportable conduct”) and not fear retribution.

3. POLICY

All reportable conduct should be referred to the CEO who has the responsibility of protecting the whistleblower within the meaning of AS8004-2003.

Any member of management, any employee, volunteer or any external party who has involvement with our organisation can report reportable conduct and be protected under the policy. Whistleblowers will receive feedback on the progress of investigations commenced as a result of their report, where it is possible to do so.

Protection

A whistleblower will not be personally disadvantaged by having made a report. This includes not being disadvantaged by way of dismissal, demotion, any form of harassment, discrimination or current or future bias.

If reprisals are taken or are claimed to have been taken against a whistleblower, the CEO will investigate the matter and recommend appropriate action be taken.

The whistleblower who reports or seeks to report reportable conduct will be given a limited guarantee of anonymity (if desired by the whistleblower). Consideration must be given to the fact that in certain circumstances, the law may require disclosure of the identity of the whistleblower in legal proceedings and in other circumstances. As a result of the structure of the organisation, the identity of the whistleblower may be easily determined.

Reporting

The CEO is responsible for investigating and resolving all reported complaints and allegations concerning misconduct and, shall advise the Chair of the Board of outcomes, excepting those reported complaints that relate to the CEO. Any such complaints will be directed immediately to the Board of Directors.



Acting in Good Faith

Anyone filing a complaint concerning misconduct or suspected misconduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence.

Confidentiality

Reports may be made confidentially or anonymously. Reports will be kept confidential to the highest extent possible, consistent with the need to conduct an adequate investigation.

Escalation

The whistleblower may report the reportable occurrence to the CEO National for consideration if he / she believes the CEO and Board have not investigated the reportable occurrence.

1. DEFINITIONS

Fraud: Any illegal act characterized by deceit, concealment, or violation of trust (Internal Auditors Association)

Corruption: Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

Reportable conduct: Conduct by a person or persons connected with an entity which, in the view of a whistleblower acting in good faith, is:

- Dishonest;
- Fraudulent;
- Corrupt;
- Illegal including theft, drug sale/use, violence or threatened violence and criminal damage against property);
- In breach of Commonwealth or state legislation or local authority by-laws;
- Unethical;



- Other serious improper conduct;
- An unsafe work-practice; or
- Any other conduct which may cause financial or non-financial loss to the entity or be otherwise detrimental to the interests of the entity. (AS8004)

Whistleblower: A person being a director, manager, employee or contractor of an entity who, whether anonymously or not, makes, attempts to make or wishes to make a report in connection with reportable conduct (AS8004 ss1.4.7)

1. SCOPE

Director, manager, employee, contractor and volunteers in all Business Units

2. ROLES AND RESPONSIBILITIES

Department / Area	Role Responsibility
CEO	Investigating and resolving all reported complaints Oversight all Complaints
Board	Receives annual report from the Chair and any reported complaint regarding the CEO

References including legislation: Corporations Act 2001

Review Date: October 2018

Related Policies:

Fraud Policy

Code of Conduct

Staff Grievance Policy

Privacy Policy