



# Whistleblower Policy

WBP2020-1.1

<b>Purpose:</b>	This policy exists to encourage the reporting of corrupt, illegal or other undesirable conduct at Arcadia College. It outlines how individuals can appropriately make disclosures about these matters, and how Arcadia College will protect those individuals from detrimental consequences.	
<b>Scope:</b>	Arcadia College's Board, Officers, Workers, Contractors and Service Providers, Other Persons associated with the school, including students and parents.	
<b>Status:</b>	Approved	<b>Supersedes:</b> N/A
<b>Authorised by:</b>	College Governing Board	<b>Approval Date:</b> 19 <sup>th</sup> August 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Corporations Act 2001 (Cth)</a></li> <li>• <a href="#">Australian Standard AS8004-2003 Whistleblower Protection Program for Entities</a></li> <li>• Code of Conduct Policy</li> </ul>	
<b>Reviewed:</b>	Annually	<b>Next Review:</b> 19 <sup>th</sup> August 2021
<b>Responsibility:</b>	Chair of Board	<b>Point of Contact:</b> CEO

## Definitions

### Eligible Whistleblower – Who qualifies for protection?

A Whistleblower who is eligible for protection is an individual such as an officer, employee, service provider or associate (or their relative) who is or has been in a relationship with Arcadia College and who brings a Disclosable Matter to the attention of the school under this policy.

### Disclosable Matter – What kind of disclosures can be made under this policy?

A disclosure is eligible for protection if it relates to actual or suspected conduct within Arcadia College that is:

- misconduct, or an improper state of affairs or circumstances in relation to Arcadia College
- contravention of the *Corporations Act 2001*
- conduct that represents a danger to the public or the financial system
- an offence against any other law of the Commonwealth that is punishable by imprisonment for 12 months or more.

### Eligible Recipients – To whom should a disclosure be made?

Disclosures qualify for protection if they are made to eligible recipients. Those belong to the following categories of persons:

- a senior manager of Arcadia College
- an auditor, or a member of an audit team conducting an audit of Arcadia College
- the nominated whistleblower service

Disclosures made to a legal practitioner for obtaining legal advice or legal representation are also protected. Under exceptional circumstances, the law makes provisions for whistleblowing disclosures to professional journalists and members of parliament. These are called “emergency disclosures” and “public interest disclosures”; however, they require strict adherence to prescribed processes before being made to qualify for protection.

## Detriment

This policy seeks to prevent Whistleblowers from Detriment, which includes the following:

- dismissal of an employee
- injury of an employee in his or her employment
- alteration of an employee's position or duties to his or her disadvantage
- discrimination between an employee and other employees of the same employer
- harassment or intimidation of a person
- harm or injury to a person, including psychological harm
- damage to a person's property
- damage to a person's reputation
- damage to a person's business or financial position
- any other damage to a person.

## Policy Statement

Arcadia College is committed to maintaining and promoting high standards of integrity, governance and ethical behaviour within the organisation by people at all levels, starting with the governing body, the principal, and senior management. Arcadia College is, therefore, encouraging the reporting of wrongdoing through appropriate channels.

Arcadia College is committed to complying with the applicable laws and practices included in the *Corporations Act 2001* and *Australian Standard AS8004-2003 Whistleblower Protection Program for Entities*.

All Arcadia College employees and associates have a responsibility to help detect, prevent and report instances of suspicious activity or wrongdoing.

The responsibilities of the Whistleblower Protection Officer and Whistleblower Investigations Officer will not reside in the same person. They should operate, and be seen to operate, independently of each other and should act in such a way that they discharge the two quite separate functions independently of each other.

## Reporting

Arcadia College is committed to providing a safe, reliable and confidential way of reporting any Disclosable Matters.

A report under this Policy can be made if individuals falling into the category of Eligible Whistleblower have reasonable grounds to suspect that Disclosable Matters have taken place.

A report can be made to the following external service:

**Whistle Blowing Services: 1800 730 073**

Further information regarding reporting can be found on our website as listed below.

<https://www.whistleblowingservice.com.au/arcadia/>

While reports can be made anonymously if preferred, this may affect the ability to investigate the matter properly and to communicate with the Whistleblower about the report.

## Investigation

Investigation processes will vary depending on the precise nature of the conduct being investigated. The purpose of the investigation is to determine whether or not concerns are substantiated, with a view to rectifying any wrongdoing uncovered to the extent that this is practicable in all the circumstances.

The investigation will be thorough, objective, fair and independent of the Whistleblower and anyone who is the subject of the Disclosable Matter. The investigation will also have proper regard to the principles set out in the *Australian Standard AS8004-2003 on Whistleblower Protection Program for Entities*.

The Whistleblower will receive feedback regarding the investigation arising from their report, subject to considerations of the privacy of anyone who is the subject of the Disclosable Matter and standard confidentiality requirements.

## **Protections**

The Australian Securities & Investment Commission (ASIC) provides general information about [protections available to whistleblowers](#).

At Arcadia College, a Whistleblower will not be 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 (see definition of “Detriment” above). This protection extends to the Whistleblower’s colleagues and relatives.

If reprisals are taken or are claimed to have been taken against a Whistleblower, the Whistleblower Protection Officer will investigate the matter and recommend appropriate action be taken. The Whistleblower has a right to make requests through the Whistleblower Protection Officer for positive actions of protection to be taken.

Arcadia College will keep the reporting confidential and secure within the law. It will not disclose the identity of a Whistleblower, nor disclose information that is likely to lead to the identification of the Whistleblower, unless required under law.

## **Awareness**

Arcadia College will ensure that all its officers and employees are aware of this policy in the following ways:

- Arcadia College will make relevant staff aware of this policy through its induction program.
- Information will also be disseminated in the Staff Handbook and via our school website.