



## **Whistleblower Policy**

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### **Policy Statement & Purpose**

Rainforest 4 Foundation is committed to transparency and the highest standards of conduct and ethical behaviour in all of our business activities and to building an environment in which people feel free to raise legitimate issues relating to the Rainforest 4's operations. As part of this commitment, Rainforest 4 promotes and supports a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

Rainforest 4 encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving Rainforest 4 and provides an environment in which people feel free to raise legitimate issues confidentially and without fear of intimidation, disadvantage, or reprisal.

### **Scope**

This policy applies to all staff including permanent and casual, contract workers, temporary agency workers, and volunteers. This policy is owned by the Board.

### **Definitions**

#### **Whistle-blower**

A person who raises concern regarding illegal and/or improper conduct that affects others. The person is not usually involved in the issue but is wanting to alert others to suspected misconduct. The alert may be raised outside of usual reporting lines or processes.

### **Principles**

- Rainforest 4 encourages people to speak up, to make complaints and raise concerns about service integrity, safety and quality.
- Rainforest 4 has good governance and responds appropriately to concerns about illegal or inappropriate conduct, whether that's provided as feedback, a complaint or a person acts as a whistle-blower.

- People who ‘blow the whistle’ are not victimised and will be treated fairly and with respect at all times
- Rainforest 4 will not retaliate against whistle-blowers, including employees, for raising an alert about suspected misconduct.

## **Process**

Where a staff member has acted as a whistle-blower, the person to whom the disclosure was made will secure any records or information related to the alleged issue.

Information can be provided in any format. Claims made in conversation should be documented by the person receiving the claim. The record of conversation should be signed by the whistle-blower to verify it is a true account.

Any information shared about the allegations raised by a whistle-blower will be de-identified to protect the whistle-blower’s identity and stored securely while the matter is examined.

Should the organisation decide that an internal investigation is required, care must be taken to protect the integrity of any evidence and the usual internal investigation process should be followed. Investigations will be confidential, fair and objective. The Code of Conduct applies at all times.

Rainforest 4 and our staff will comply with all legal requests for information in a timely manner. Requests by external parties for information will be responded to using the organisation’s complaints, access to information and privacy policies.

The Manager overseeing the investigation or working on the issue raised by the whistle-blower will keep the whistle-blower and all other parties informed about the process and the outcome of the investigation where permitted.

If the matter is investigated by an external organisation or referred to police or another investigating body, there may be limits on what information can be shared. In this case, involved parties will be advised of any limitations on the release of information.

Staff who are impacted will be offered support through the employee assistance program.

## **Related Policies**

- Code of Conduct
- Privacy Policy

Other legislation may apply in some circumstances depending on contractual relationship and nature of work.

- Corporations Act 2001 (Commonwealth)
- Privacy Act 1988 (Commonwealth)



- Public Interest Disclosure Act 2013 (Commonwealth)
- Australian Standard AS 8004-2003 Corporate Governance

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