WHISTLE BLOWER PROCEDURE

Procedure

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Parent Policy: Policy Statement 7 - Governance

Scope: All Service Areas

Owner: CEO

Register of change					
Date	Issue	Amendment Details	Author	Reviewed	Approved

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1. Definitions & Interpretations

Definitions	Interpretations
N/A	N/A

2. References

a. Standard, Law or Regulation

- NDIS Standards
- Fair Work
- WHS
- Accounting standards

b. Other Procedures, documents, records etc

- Grievance procedure
- Complaints procedure

3. Forms/Records

Form #	Record/For/Activity Name
N/A	N/A

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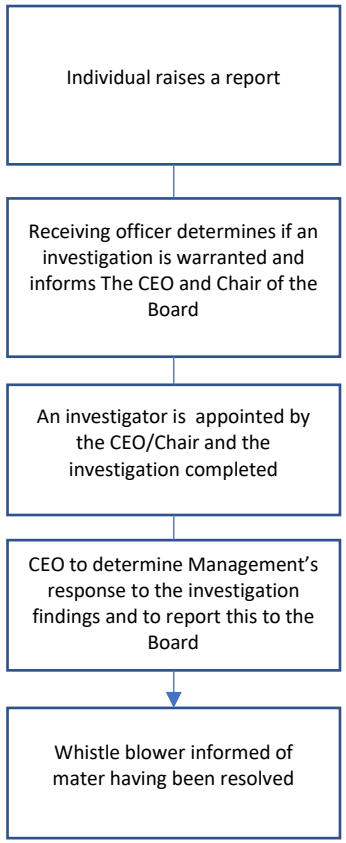
4. Report and investigation flow



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5. Purpose

Barkuma is committed to maintaining a culture of honest and ethical behaviour and high standards of corporate governance. This procedure is to provide an avenue for any person to report instances of corruption, misconduct or illegal[1] conduct by Barkuma, its Board, employees, volunteers, or contractors without fear of retribution. It also ensures that Barkuma and its employees act at all times in compliance with all laws and the ethical standards set out in the constitution, Values and Code of Conduct

6. Scope

This procedure relates to all staff, the Board of Directors, volunteers, and contractors.

Conduct to be reported as per this procedure includes:

- Fraudulent;
- Illegal;
- Corrupt;
- Dishonest;
- Unethical;
- Substantial mismanagement of resources
- Hindering, obstructing or concealing
- Violates the law or any legal code
- Does not meet NDIS, Work Health and Safety, Fair Work and Environmental Standards
- Breaches any of our company's policies; including Code of Conduct and Conflicts of Interest
- Discrimination;
- Any conduct which is detrimental to Barkuma and could cause financial or non-financial loss.

What is not reportable conduct includes reasonable management direction, matters relating to individual performance, complaints or grievances that would otherwise be dealt with using those procedures.

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7. Roles and Responsibilities

Role	Responsibility
Whistle Blower receiving officer	To register reports, advise the CEO and Board keep whistle blower informed, respond to reported retaliation
Whistle blower	Report the issue, not to disclosure information or records to individuals outside the organisation
CEO	Appoint investigators, provide management's response to the investigation report.
Board	To review investigations and management's response to ensure the issue is appropriately addressed

8. Definitions

Whistle Blower receiving officer:	An external provider shall be assigned as the receiving officer for whistle blower complaints.
Whistle Blower:	Eligible whistle-blowers are current and former clients, current and former Employees (including Directors & managers), Members, contractors, consultants, service providers, suppliers and commercial partners.
Whistle Blower protection:	A person who discloses information as a whistle blower will be provided protection from retaliation and victimisation due to the nature of the disclosure providing the disclosure is not vexatious or knowingly false

9. Procedure detail

9.1. Making a report

An eligible person can make a report directly:

To make an **"Online"** report please go to:

- https://www.whistleblowingservice.com.au/barkuma/
- click on the 'Make a Report' button below

You will be redirected to the new page where you need to:

- enter **"Barkuma"** in the **'Unique Key'** field

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- enter **"b7v53"** in the **"Client Reference Number"**
- click "**Next**"

In order to make a report the whistleblower must have reasonable grounds and evidence to base the report. This should include

- Time date, location
- Name(s) of people involved
- Possible witnesses
- Evidence of events (photos, emails, documents etc)

It is preferable for the whistle blower to be identified to aid investigations. As a whistle blower you can choose to remain anonymous while making a report, and during an investigation of your report, as well as after your case is closed. Noting that Barkuma will make every endeavour possible to investigate the report, but in some cases, there are limitations on what can be achieved if the whistle-blower decides to remain anonymous.

9.2. Investigations

- Report (anonymous or otherwise) is received by the receiving officer and confirmation is provided to the whistle-blower.
- The Receiving officer will conduct an initial assessment to confirm it is a valid report and determine if an investigation is required.
- The receiving officer will advise the CEO, the Chair of the Board and the Chair of the Safety, Safeguarding, Quality and Risk sub-committee as appropriate to the report
- The CEO will appoint an investigator to will begin their investigation.
- The investigator will investigate the matter and update the CEO who will intern update the Chairs and Board.
- Once the investigator has finalised their investigation and report, the CEO will provide a report to the Board with management's response if appropriate.
- At this point, the investigator has completed their obligations and the responsibility sits with the CEO and Board for any subsequent action to take place.
- The whistleblower is the be informed the investigation is completed and that action now sits with the CEO and Board. The whistleblower is not entitled to copies of the investigation nor details of subsequent actions.

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Please note depending on the nature of the report, other regulatory bodies may also need to be informed and updated these may include;

- NDIS Quality and Safeguards Commission
- Safe Work SA
- ACNC Australian charities and not-for-profits commission
- Australian tax Office
- Office of the Australian Privacy Commission
- SA Police

10. Review cycle

This Procedure should be reviewed every three years.

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