Whistleblower Policy

Scope

Atwea is committed to fostering a culture of legal, ethical, and moral behaviour and exemplary corporate governance. We recognise the value of transparency and accountability in its administrative and management practices and supports the reporting of improper conduct.

Atwea College is committed to encouraging the reporting of any instances of suspected unethical, illegal, fraudulent, or undesirable conduct involving Atwea's businesses and provides protections and measures so that people who make a report can do so confidentially and without fear of intimidation, disadvantage, or reprisal.

Points to note about this policy:

1. Higher standard –

In all Policies and Procedures "Atwea" should be taken to mean "Workers Educational Association – Hunter" and all its associated trading names unless otherwise specified.

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Definitions

Item	Definition
Employee	Refers to Atwea's employees, contractors, volunteers, suppliers, and consultants

Policy

1. Reportable Conduct

Who can make a report?

An Eligible Whistleblower is a person who is, or has been, any of the following:

- an officer or employee of Atwea College (this includes current and former employees who are permanent, part-time, fixed-term or temporary, interns, secondees, managers and directors);
- a person who supplies goods or services to Atwea College or an employee of a person who supplies goods or services to Atwea College (whether paid or unpaid) - this could include current and former volunteers, contractors, consultants, service providers and business partners;
- a person who is an associate of Atwea College - for example, a director or company secretary of Atwea College or a related body corporate of Atwea College; or
- a relative, dependent or dependent of the spouse of any person referred to in this definition of Eligible Whistleblower.

What is Reportable Conduct?

The section below sets out what is a Reportable Matter that will qualify for legal protection under the Corporations Act (or the Taxation Administration Act, where relevant). Disclosures that aren't about a Reportable Matter will not be protected under the Corporations Act or the Taxation Administration Act and this policy.

A disclosure will concern a Reportable Matter if an Eligible Whistleblower has reasonable grounds to suspect that the information being disclosed is about:

- misconduct (including fraud, negligence, default, brg62 (t (i)7.69(a)-3.3 (b)-0.7 (o)-i(li)10.6)-3.3 (ilg62 (i51 (d)-0l2
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Reportable Conduct usually relates to the conduct of employees or directors, but it can also relate to the actions of a third party, such as a funder, customer/client, supplier or service provider.

What is *not* Reportable Conduct?

Personal work-related grievances that don't involve a detriment caused to you as a Protected Whistleblower (or a threat of detriment) aren't a Reportable Matter and aren't protected under the Corporations Act or Taxation Administration Act.

A personal work-related grievance is one that relates to your current or former employment that has implications for you personally but doesn't have significant implications for Atwea College.

An example of a work-related grievance that is not protected by law could include if you believe you have missed out on a promotion that you deserve or if you don't like the managerial style of your supervisor.

However, a work-related grievance may still qualify for protection under the law if (for example):

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In your report, include any steps you may have already taken to report the matter elsewhere or to resolve the concern.

How can I make a report?

A protected disclosure of a Reportable Matter can be made using any of the channels below (each is an Eligible Recipient of Reportable Matter):

an Executive Director of Atwea College; Rowan Cox
Atwea College Executive Director
(02) 4925 4217
ceo@atwea.edu.au

an external auditor of Atwea College; Martin Matthews
PKF Australia 0414 470 180
mmatthews@pkf.com.au

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emergency disclosure and you may wish to consult an independent legal adviser before making a public interest or emergency disclosure.

While we encourage you to identify yourself to the Executive Director, you may opt to report your concerns anonymously such as by adopting a pseudonym.

2. Protection

How will I be protected if I speak up about Reportable Conduct?

If you have reasonable grounds to suspect Reportable Conduct, even if it turns out your concerns are mistaken, Atwea will support and protect you and anyone else assisting in the investigation.

Atwea will not tolerate any detriment inflicted on you because you or somebody else has made, or might make, a report of Reportable Conduct. Examples of a detriment include:

a) retaliation, dismissal, suspension, demotion, or termination of your role;
b) bullying, harassment, threats or intimidation;
c) discrimination, subject to current or future bias, or derogatory treatment;
d) harm or injury;
e) damage or threats to your property, business, financial position or reputation; or
f) revealing your identity as a Whistleblower without your consent or contrary to law;
g) threatening to carry out any of the above actions.

This protection applies regardless of whether any concerns raised in a report are found to be true, provided that you are acting honestly and ethically and made the report on reasonable grounds. This protection also applies to individuals conducting, assisting or participating in an investigation. You will also be entitled to protection if you make a report of Reportable Conduct to an external body under this Policy.

Anyone found to be victimising or disadvantaging another individual for making a disclosure under this Policy will be disciplined and may be dismissed or subject to criminal or civil penalties.

If you believe you have suffered a detriment in violation of this Policy, we encourage you to report this

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Atwea will endeavour to provide the discloser with regular updates. We may not be able to investigate a disclosure if it is unable to contact the discloser. We will handle and investigate Protected Disclosures in accordance with the Whistleblowing Procedure below.

This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.

Review

This policy review period is: 2 yearly

Publication Log

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