



Whistleblower Policy Version: 1.0
Master Approved: January 2020
Date of next review: January 2021

Whistleblower Policy

1.0 Introduction

Queen's College is committed to adhering to its statutory obligations, its rules and values. We are committed to providing those involved with our Organisation a safe environment to raise breaches of internal rules or policy, or Disclosable Conduct relating to the Organisation, its branches, officers, employees or members.

In cases where people feel they need to be protected in relation to raising a matter, this Policy outlines the protections that will apply.

2.0 Purpose

The purpose of this Policy is to:

- provide you with an understanding of what can be reported under this Policy;
- demonstrate the importance Queen's College places on ensuring a safe and supportive environment where our people feel confident to raise breaches of internal rules or Disclosable Conduct relating to the organisation, its branches, officers, employees or members;
- assist to create a culture within Queen's College that encourages our people to speak up and raise breaches of internal rules or policy, or Disclosable Conduct relating to the Organisation, its branches, officers, employees or members;
- explain the processes for reporting breaches of internal rules or policy, or Disclosable Conduct, including what happens when you make a report; and to
- outline how you w10.6()2i10.6()l(re)nC3.3(n)09 Tc eo

3.0 Scope

A. The scope of this Policy - People

The following people can make a disclosure within the Organisation:

- an officer or former officer of the Organisation, or one of its branches;
- an employee or former employee of the Organisation, or one of its branches;
- a member or former member of the Organisation, or one of its branches; or

- a person who is (or was) a supplier to, or has (or had) a transaction with, the Organisation or one of its branches;
- a person who is (or was) a supplier to, or has (or had) a transaction with, an officer or employee of the Organisation or one of its branches;
- an employee (or former employee) of a supplier or person who had such a transaction¹; or
- a lawyer on behalf of a discloser in one of the above categories.

B.

- breach of duties as an officer or employee in relation to financial matters (ss.285 to 288, RO Act);
- coercion to exercise or not exercise a workplace right (s.343, FW Act);
- adverse action due to membership / non-membership of an industrial association (s.346, FW Act);
- breach of right of entry notice requirements (s.487, FW Act);
- hindering or obstructing an entry permit holder (s.502, FW Act);
- dishonest conduct by an employee or officer of an organisation or branch.

5.0 What is (and isn't) 'Disclosable Conduct'

Not everything that can be complained about amounts to Disclosable Conduct.

As defined above (and in the RO Act) Disclosable Conduct must be a suspected breach of the RO Act, the Fair Work Act or the Competition and Consumer Act 2010, or criminal offence.

Examples of things which **would** be Disclosable Conduct include:

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a. Who can report a matter?

Officers, employees, members, suppliers

As outlined in Part 3a of this policy, all officers, employees, members and suppliers are an essential part of reporting matters to the Organisation. It is not acceptable to 'walk past' or 'turn a blind eye' to reportable Matters.

If you become aware of a matter you should raise it as soon as practical with the people responsible for handling matters, outlined below. Raising your matter early allows it to be addressed in the right way by an appropriate person. You should not attempt to conduct any investigation yourself before raising the matter as this could interfere with any future actions or, in rare cases, could put your safety at risk.

If you have fears for your wellbeing, safety, or fear of reprisal as a result of raising your matter, you should mention these at the time you report the matter. You will be noted by the Organisation as a Discloser, and afforded the protections outlined under this Policy, and where eligible legislative disclosure requirements are met, protected under the provisions of the RO Act.

b. Who should I report my matter to?

The Chief Operating Officer or The Master

Sometimes, a suspicion of wrongdoing may arise from a misunderstanding and is not in fact wrongdoing. Accordingly, you are encouraged to check with your designated official/manager or **The Chief Operating Officer or The Master** to seek an immediate response as internal channels of reporting are favoured. Remember, in some instances, communication is restrained by confidentiality requirements or other legitimate reasons. However, where you believe the response to your matter raised is not appropriate, then alternative reporting mechanisms are available.

Channel	Contact Details
Whistleblower Investigation Officer's Name: Anthony Welsh	anthony.welsh@queens.unimelb.edu.au 0408 783 356

- (c) alteration of an employee's position to his or her detriment;*
- (d) discrimination between an employee and other employees of the same employer;*
- (e) harassment or intimidation of a person;*
- (f) harm or injury to a person, including psychological harm;*
- (g) damage to a person's property;*
- (h) damage to a person's reputation."*

Reprisals may be the subject of criminal penalties, civil penalties or other civil remedies (such as reinstatement, injunctions, etc) if the disclosure is the reason (or part of the reason) for the reprisal actio(o)-6.9

Any of these people are able to receive a disclosure from a whistleblower and using it will trigger the whistleblower process. A whistleblower is also able to give the information to their lawyer and have their lawyer contact one of the people in the above list with the information.

A person does not need to use the word 'whistleblower' to be protected however using it may help the

Responsibilities and Contacts

Dr Stewart Gill (Master)

Mr Anthony Welsh (Chief Operating Officer)

Dr Sally Dalton-Brown (Dean)

Ms Nicole Crook (Director of Advancement)

Queen's College

1-17 College Crescent, Parkville, Vic 3052

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Signed


A black rectangular redaction box covers the printed name and title of the signatory.

Dr Stewart Gill

Master