

Purpose

The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that HVTc can address and correct inappropriate conduct and actions.

Scope

All HVTc Staff, Directors, Hosted Employees, Students of the RTO, Contractors and Volunteers are covered by this policy.

Responsibilities

It is the responsibility of all HVTc Board Members, Staff, Hosted Employees, Students of the RTO, Contractors and Volunteers (henceforth referred to as "HVTc Associates") to report concerns about violations of HVTc's Policies, Procedures, Code of Conduct and generally recognised principles of ethics. Human Resources is responsible for the development, implementation and review of this policy.

Document Owner

Manager HR & Safety

Policy

Concerns regarding illegal or corrupt behaviour

Where a HVTc Associate believes in good faith and on reasonable grounds that any other HVTc Associate has breached any provision of the general law, that Associate should report their concern to their HVTc Supervisor or Field Officer in the first instance. Where the HVTc Supervisor or Field Officer may be complicit in the breach, the report should be referred to the HR & Safety Manager. Depending on the nature of the issue, the matter may be discussed with the HVTc Chief Executive Officer.

The person making a report shall not suffer any sanctions from HVTc on account of their actions; provided their actions are in good faith, based on reasonable grounds and conform to this policy. Disclosures may be made anonymously, this anonymity shall as far as possible be preserved by HVTc.

Any person within HVTc to whom such a disclosure is made will decide if they believe the complaint to be unquestionably trivial or fanciful. If the complaint is deemed trivial or fanciful the complaint will be dismissed and the complainant notified of the decision. If the complaint is deemed to be valid the person to whom the disclosure has been made will ensure that the matter is investigated by the appropriate member of the Executive Team. Should it be deemed appropriate, an investigation will be conducted by an impartial and external third party. An investigation will be conducted, a finding determined and the person who lodged the complaint will be informed of the finding. Any investigations conducted will observe the rules of natural justice and procedural fairness.

Concerns regarding improper or unethical behaviour

Where a HVTc Associate believes in good faith and on reasonable grounds that any other HVTc Associate has breached any provision of HVTc's Policies, Procedures, Code of Conduct or generally recognised principles of ethics, that Associate should report their concern to their HVTc Supervisor or Field Officer in the first instance. Where the HVTc Supervisor or Field Officer may be complicit in the breach, the report should be referred to the HR & Safety Manager. Depending on the nature of the issue, the matter may be discussed with the HVTc Chief Executive Officer.

The person making a report shall not suffer any sanctions from HVTc on account of their actions; provided their actions are in good faith, based on reasonable grounds and conform to this policy. Disclosures may be made anonymously, this anonymity shall as far as possible be preserved by HVTc.

Any person within HVTc to whom such a disclosure is made will decide if they believe the complaint to be unquestionably trivial or fanciful. If the complaint is deemed trivial or fanciful the complaint will be dismissed and the complainant notified of the decision. If the complaint is deemed to be valid the person to whom the disclosure has been made will ensure that the matter is investigated by the appropriate member of the Executive Team. Should it be deemed appropriate, an investigation will be conducted by an impartial and external third party. An investigation will be conducted, a finding determined and the person who lodged the complaint will be informed of the finding. Any investigations conducted will observe the rules of natural justice and procedural fairness.

Reports involving Senior or Executive Management

Reports relating to staff who report directly to the CEO should be raised in the first instance with the CEO. All reports relating to senior staff will be communicated to the Work Health and Safety/ Employee Relations Board Committee for review by the CEO and/ or HR & Safety Manager. This may result in escalation of the issue to the Board of Directors for action if deemed appropriate. Reports involving senior staff may be investigated by an external provider.

Reports involving Accounting and Auditing Matters

HVTC shall immediately notify the Chief Executive Officer and Audit and Risk Board Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing work.

No Retaliation

It is contrary to the values of HVTC for anyone to retaliate against any person who in good faith reports a violation of the general law, HVTC Policies, Procedures, Code of Conduct or generally recognised principles of ethics. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment.

Related Documents

- Code of Conduct and Ethics
- Grievance Procedure
- Communication and Information Technology Policy
- Drug and Alcohol Policy
- Fair and Diverse Workforce Policy
- Financial Management Policy
- Privacy Policy
- Records Management Policy
- Student Equity Policy
- Work Health and Safety Policy
- Employee Engagement and Performance Procedure
- Employee Assistance Program (EAP) Procedure

Signed:



Sharon Smith
CEO

Approved by Board of Directors: 05.07.2019

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.