



Islamic Relief
Australia

ISLAMIC RELIEF AUSTRALIA

Whistleblowing Policy v1.1

Contents

1. VERSION CONTROL	2
1. POLICY STATEMENT	3
2. PURPOSE	3
4. PROTECTED DISCLOSURES	4
4.1 Disclosures that are NOT protected under this policy.....	5
5. MAKING A DISCLOSURE	6
5.1 Who to disclose to:	6
5.2 Making a Protected Disclosure	7
5.2.1 Internal Recipients	8
5.2.2 External Recipients	8
5.2.3 Public interest disclosure	9
5.2.4 Emergency disclosure	9
5.3 RIGHT OF ANONYMITY	9
5.4 Reporting to a Legal Practitioner	10
5.5 Public Interest and Emergency Disclosure.....	10
6. INVESTIGATION	11
7. PROTECTION OF WHISTLEBLOWERS.....	13
7.1 Confidentiality of Whistleblower’s identity and whistleblowing reports.....	13
7.2 Protection from Legal Action	15
7.3 Protection against Detrimental Conduct	15
7.4 Management of a person against whom a disclosure is made	16
8. REMEDIES.....	17
9. SUPPORT AVAILABLE	18

1. VERSION CONTROL

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V1		First Version Published
V1.1	03 May 2022	Minor edits, adopted latest template and added Table of Contents Added Version Control section

1. POLICY STATEMENT

Islamic Relief Australia (IRAus) is committed to developing an internal culture based on ethical behaviours that are aligned with organisational values and recognises that people working at or with the organisation (including volunteers and contractors) or those who observe the organisation from the view of an independent party may identify what is potentially a serious issue contravening legal or regulatory obligations.

The policy determines the way in which IRAus will deal with 'Protected Disclosures' and is intended to meet the requirements of the *Corporations Act 2001* (Cth) (the Act).

This policy will be provided to all employees, officers, and volunteers of the organisation upon commencement of their employment or engagement.

- i. and will also be available via Employment Hero.
- ii. The policy is also available to persons outside the organisation and can be accessed on the IRAus website

IRAus may invite officers, senior management and employees to attend training sessions to ensure ongoing education regarding the application of the policy

IRAus encourages disclosers to obtain independent legal advice or to consult in the first instance with the Whistleblower Protection Officer to obtain guidance if in doubt as to whether they have a Protected Disclosure.

Effective Date

This policy came into effect at the first date of approval. In accordance with the requirements of legislation, the procedures contained within this document may apply to protected disclosures prior to 1 July 2019.

2. PURPOSE

The purpose of this Policy is to promote a culture of compliance, probity, integrity, honesty and ethical behaviour within IRAus and to enable anyone who has concerns of our staff or board members' conduct can safely raise their concerns through the mechanisms outlined below.

IRAus is committed to maintaining an organisation where suspected misconduct, an improper state of affairs or circumstances in relation to IRAus or its operations are disclosed without fear of detriment.

The policy furthers this purpose by outlining:

- the types of disclosures which qualify for protection;
- to whom disclosures should be made;
- how Whistleblowers will be supported and protected so that their disclosures can be made safely, securely and with confidence;
- how the IRAus will ensure fair treatment of employees mentioned in the disclosures; and
- the process by which disclosures of suspected Wrongdoing will be managed so as to be transparent, appropriate and timely.

1. 3. SCOPE

This policy only protects the following types of disclosers within and outside the entity who make a Protected Disclosure to an Eligible Recipient:

- officers, employees and contractors of IRAus, whether current or former employees/contractors, permanent, part time, fixed term or temporary employees/contractors, interns, secondees, managers and directors;
- individuals who supply services or goods to IRAus;
- employees of a person or entity who supplies services or goods to IRAus (whether paid or unpaid), including current and former consultants, service providers, suppliers and business partners;
- individuals who are associates (a director or secretary of the organisation or of any related body corporate of the company) of IRAus; and
- relatives or dependants of any of the persons listed above.

Each such person is called a "Whistleblower".

4. PROTECTED DISCLOSURES

A person described in section 3 of this policy may make a Protected Disclosure of information under this policy if they have *objectively* reasonable grounds to suspect that the information concerns misconduct or an improper state of affairs in relation to IRAus or any of its related bodies corporate.

Such a person may qualify for protection even if their disclosure later turns out to be incorrect (e.g. the investigation concludes there was an error of identity or fact which was reasonable to make in all the circumstances).

Misconduct or improper states of affairs covered by this policy is not limited to conduct that involves a contravention of law. It is wider to include, but is not limited to, any Wrongdoing.

A person may also make a Protected Disclosure of information if they have objectively reasonable grounds to suspect that the information indicates that IRAus or its related bodies corporate has engaged in conduct which:

- is an offence against or contravention of law;
- is an offence or contravention of:
 - the *Corporations Act 2001*;
 - the *ASIC Act 2001*; or
 - any law relating to tax or duty;
- involves any other kind of serious impropriety;
- represents a danger to the public or its safety or to the stability of, or confidence in, the financial system; or
- conduct which regulation prescribes as being relevant conduct.

Disclosures that are NOT protected under this policy

Only disclosures that meet the definition above will be protected under this policy and by law. Disclosures that do not meet the definition above (for example, trivial or vexatious matters with no substance, knowing or reckless false reports, allegations made without any supporting information, personal work-related grievances such as interpersonal conflict, dissatisfaction in relation to a promotion or a complaint of discrimination, bullying or harassment affecting only the discloser) will not be protected by the *Corporations Act 2001* (Cth) but may be protected by other legislation, such as the *Fair Work Act 2009* (Cth). Unsubstantiated allegations which are found to have been made maliciously, or are knowingly false, will be viewed seriously and may be formally dealt with.

On the other hand, some personal work-related grievances may still qualify for protection under this policy such as where:

- the personal work-related grievance *includes* information about misconduct, or information about misconduct includes or is accompanied by a personal work-related grievance - this is a mixed report;
 - the person is suffering bullying or harassment in the context of a more general culture of bullying or harassment in the company or suggests other misconduct is occurring - the personal bullying or harassment is part of conduct that has wider implications, and which is contrary to company policy or in breach of the *Fair Work Act 2009*;
-

- the entity has breached employment or other laws punishable by imprisonment for a period of 12 months or more, engaged in conduct that represents a danger to the public, or the disclosure relates to information that suggests misconduct beyond the discloser's personal circumstances - while the discloser is an employee personally affected by the breach, the consequence has wider application;
- the discloser suffers from or is threatened with detriment (such as a threat to their employment) for making a disclosure (see further below) - the discloser is entitled to protection against that detriment; or
- the discloser seeks legal advice or legal representation about the operation of the whistleblower protections under the *Corporations Act* - that communication with lawyers is protected.

5. MAKING A DISCLOSURE

5.1 Who to disclose to:

In order to qualify for protection, the disclosure must be made directly to an Eligible Recipient or to ASIC, APRA, or another Commonwealth body prescribed by legislation. Once disclosure is made to an Eligible Recipient, the discloser qualifies for protection as set out in this policy even though, at the time of making the disclosure, it is not yet determined if the disclosure is a Protected Disclosure.

Eligible Recipients are named in sections 5.2.1-5.2.4 at of this policy. One such person is the Whistleblower Protection Officer appointed by IRAus. Intending disclosers are encouraged to obtain independent legal advice or to consult in the first instance with the Whistleblower Protection Officer to obtain guidance if in doubt as to whether they have a Protected Disclosure.

At the time of formal reporting, the Whistleblower will be provided with a copy of this policy to ensure they are aware of how the process will be managed. It is important to note that if a manager has been consulted about the matter that they may have a legal obligation to report any alleged wrongdoing even if the Whistleblower does not wish to take the matter further.

If a Whistleblower makes a disclosure to a legal practitioner to obtain legal advice or legal representation, the Whistleblower will be protected, even if the legal practitioner concludes that the disclosure is not a Protected Disclosure within the *Corporations Act 2001*.

The Whistleblower Protection Officer has a responsibility, and is vested with the authority by IRAs, to conduct sufficient inquiry into a Whistleblower report to be satisfied that:

- a disclosure is a Protected Disclosure under this policy;
- each disclosure of wrongdoing reported to them is appropriately investigated;
- the investigator has internal independence of line management of the business unit affected by the wrongdoing disclosure;
- action taken in response to the findings of an investigation is appropriate to the circumstances;
- retaliatory action has not been taken against the person who made the disclosure;
- the investigator has, if appropriate, seconded the expertise of other officers in IRAs to assist in the investigation and sought the advice of internal or external experts as required.

5.2 Making a Protected Disclosure

A discloser is entitled to make a disclosure directly to any Eligible Recipient, ASIC, APRA or any other prescribed body and qualify for protection under this policy. However, Whistleblowers are encouraged to make a disclosure to the Whistleblower Protection Officer in the first instance. Where the Whistleblower does not feel comfortable reporting a matter to the Whistleblower Protection Officer, or where the Whistleblower has previously done so and believes no action has been taken, the Whistleblower may contact the CEO directly to report a matter. If the CEO is the subject of the Whistleblowing report, the Whistleblower may contact the Chair of IRAs's Board of Trustees.

Where the Whistleblower Protection Officer is involved in the conduct the subject of the Protected Disclosure or is otherwise not fully independent from the matter disclosed, the report must be passed to the CEO for action and investigation.

The Eligible Recipient of any Protected Disclosure will, through the CEO (or if the CEO is implicated, directly) provide a verbal report to the Chair of the Board within five working days of being advised of the disclosure while maintaining the confidentiality of the Whistleblower.

You may disclose any Reportable Conduct to the Eligible Recipients listed below: Note a disclosure to a person other than a person noted as an Eligible Recipient may not afford protection for the disclosure.

5.2.1 Internal Recipients

1. **Chief Executive Officer** Samir Bennegadi
[0450502595](tel:0450502595)
samir.bennegadi@islamicrelief.org.au
2. **Whistleblower Protection Officer**
whistleblower@islamicrelief.org.au
3. **Director of Corporate Services**
Farzana Firoz
0459783310
farzana.firoz@islamicrelief.org.au
4. **Director of FCR** Abdulla Rahhal
0433393052
abdulla.rahhal@islamicrelief.org.a
[u](#)
5. **Board of Trustees** Nora Amath
0422349786
Nora.amath@islamicrelief.org.a
[u](#)

5.2.2 External Recipients

IRAUS's external auditor/external independent whistleblower service,

Name: Andrea Petersen

Email andrea@nfpas.com.au

Hotline 1300 123 637

Calls will be received by **Andrea Petersen** during business hours between **9am** and **4:30 pm** (AEST). The call will not be recorded and the person taking the call is not associated with IRAUS in any way. They are trained specialists dedicated to dealing with whistle-blower. A disclosure can be made outside of business hours by contacting an Eligible Recipient via email using the contact details provided in this document.

The Whistleblower Protection Officer or Eligible Recipient will safeguard the interests of the discloser and will ensure the integrity of the protected disclosure process.

In the event that an external investigation is required, the Whistleblower will be provided with the details of the external agency.

Where necessary, disclosures may also be made to ASIC, APRA, the Commissioner of Taxation and other Commonwealth body which regulation prescribes for this purpose.

Guidance as to the making of a disclosure to such bodies can be found on their websites. See, for example, [ASIC Information Sheet 239](#) *How ASIC handles whistleblower reports* and ATO guidance on [Tax whistleblowers](#).

5.2.3 Public interest disclosure

In certain circumstances, 90 days after the Whistleblower has made a report in accordance with this policy to ASIC, APRA or a Commonwealth authority prescribed for this purpose by law, and provided that the Whistleblower has reasonable grounds to believe that:

- no action is being, or has been, taken to address the matters raised in the disclosure; and
- the making of a further disclosure would be in the public interest,
- the Whistleblower may give limited disclosure of the matter to a member of Parliament or a journalist.

Such a step is a serious matter and, to ensure the Whistleblower is protected by law, the Whistleblower should take independent legal advice or consult with IRAus's Whistleblower Protection Officer before doing so.

5.2.4 Emergency disclosure

In certain circumstances and provided the Whistleblower has:

- made a report in accordance with this policy to ASIC, APRA or a Commonwealth authority prescribed for this purpose by law;
- reasonable grounds to believe that the information concerns a substantial and imminent danger to health or safety of one or more persons or to the natural environment; and
- given notice to the same authority about the Whistleblower's intention to make an emergency disclosure, the Whistleblower may give limited disclosure of the matter to a member of Parliament or a journalist.

Such a step is a serious matter and, to ensure the Whistleblower is protected by law, the Whistleblower should take independent legal advice or consult with IRAus's Whistleblower Protection Officer before doing so.

5.3 right of anonymity

When making a disclosure, a discloser may do so anonymously. It may be difficult for IRAus to properly investigate the matters disclosed if a report is submitted anonymously and therefore IRAus encourages disclosers to share their identity when making a disclosure, however they are not required to do so.

A discloser can also refuse to answer questions that they feel could reveal their identity during follow-up conversations.

A discloser may choose to adopt a pseudonym for the purposes of their disclosure, and not use their true name. This may be appropriate in circumstances where the discloser's identity is known to their supervisor or the Whistleblower Protection Officer, but the discloser prefers not to disclose their identity to others.

If a disclosure comes from an email address from which the discloser's identity cannot be determined, and the discloser does not identify themselves in the email, IRAus will treat it an anonymous disclosure and handle it in accordance with this policy

Where a disclosure has been made externally and the discloser has provided contact details, those contact details will only be provided to a Whistleblower Protection Officer and consent will be sought to provide this information to other parties except for circumstances, for example requirement of law, where IRAus is obliged to provide information to a third party.

5.4 Reporting to a Legal Practitioner

You may choose to discuss your concerns with a legal practitioner for the purposes of obtaining legal advice or representation. You may be covered by the protections outlined in this policy if you have reported your concerns to a legal practitioner with known engagement with IRAus.

5.5 Public Interest and Emergency Disclosure

In certain situations, 90 days after the Whistleblower has made a report in accordance with this policy to ASIC, APRA or a Commonwealth authority prescribed for this purpose by law, and provided that the Whistleblower has reasonable grounds to believe that:

- no action is being, or has been, taken to address the matters raised in the disclosure; and
- the making of a further disclosure would be in the public interest,
- the Whistleblower may give limited disclosure of the matter to a member of Parliament or a journalist.

Such a step is a serious matter and, to ensure the Whistleblower is protected by law, the Whistleblower should take independent legal advice or consult with IRAus' Whistleblower Protection Officer before doing so.

6. INVESTIGATION

IRAus will investigate all matters reported under this policy as soon as practicable after the matter has been disclosed. The Whistleblower Protection Officer will investigate the matter and where necessary, appoint an external investigator to assist in conducting the investigation. All investigations will be conducted in a fair, independent and timely manner and all reasonable efforts will be made to preserve confidentiality during the investigation.

The Whistleblower Protection Officer or external investigator responds to all concerns raised with them and reports to the CEO. If the CEO is the subject of concerns raised, the Whistleblower Protection Officer or external investigator will report the matter to the Chair of the Board

If the report is not anonymous, the Whistleblower Protection Officer or external investigator will contact the discloser, by their preferred method of communication to discuss the investigation process and any other matters that are relevant to the investigation.

All reasonable steps will be taken to attempt to ensure all Protected Disclosures are reviewed and, where necessary, investigated as soon as reasonably practicable, with the aim of finalising the investigation within 90 days of the date the disclosure is first made.

IRAus will take reasonable steps to keep the Whistleblower informed as to the progress of the investigation and expected timeframes. The person against whom any allegations have been made will also be informed of the concerns and will be provided with an opportunity to respond (unless there are any restrictions or other reasonable bases for not doing so).

A Whistleblower must provide all information in their possession or control to assist any inquiry/investigation of the wrongdoing disclosed.

Where a discloser has chosen to remain anonymous, their identity will not be disclosed to the investigator or to any other person and IRAus will conduct the investigation based on the information provided to it.

After a disclosure has been made, as a general guide and subject to the particular circumstances applying to the disclosure, the investigation procedure is normally expected to include the following steps:

- (a) If the disclosure is not made to the Whistleblower Protection Officer, the issue of concern will be forwarded by the relevant Eligible Recipient to the Whistleblower Protection Officer as soon as possible.
 - (b) The Whistleblower Protection Officer or external investigator will review the issue of concern and determine whether it falls within this policy and, if so, the appropriate manner of investigation.
 - (c) After consultation with the CEO and/or the Chair of the Board (if necessary), the Whistleblower Protection Officer or external investigator will inform the Whistleblower of the determination made in respect of paragraph (b) within a reasonable period of time, provided the Whistleblower can be contacted.
 - (d) The Whistleblower Protection Officer or external investigator will determine what resources are needed including, depending on the nature of the report, the assistance of other employees or external professional help (including legal, accountancy, forensic analysts or operational experts).
 - (e) The Whistleblower Protection Officer or external investigator will plan and lead the investigation, including the following steps:
 - i. interview the Whistleblower to obtain relevant information about the disclosure from the Whistleblower;
 - ii. interview any alleged wrongdoer to obtain a response to the disclosure in so far as it relates to the alleged wrongdoer;
 - iii. interview any relevant witnesses regarding relevant matters arising from the disclosure;
 - iv. obtain and review any documents or other material relevant to the disclosure;
 - v. if necessary, conduct further interview/s with the Whistleblower or otherwise obtain further information or a response to material arising from the investigation; and
 - vi. if necessary, conduct further interview/s with any alleged wrongdoer or witness regarding further material arising from the investigation.
 - (f) The Whistleblower Protection Officer or external investigator will consider process/control improvements (risk assessments, audits, etc.).
 - (g) The Whistleblower Protection Officer or external investigator will keep the Whistleblower informed upon relevant milestones on the status of the investigation via the Whistleblower's preferred method of update (for example, by email).
 - (h) The Whistleblower Protection Officer or external investigator will prepare an investigation report which will make finding of fact and determine whether the disclosure has been substantiated or not substantiated, in whole or in part. The report may also include recommendations arising from any factual findings.
 - (i) The Whistleblower Protection Officer or external investigator will forward the investigation report to the CEO or Chair of the Board as appropriate.
 - (j) The Whistleblower Protection Officer or external investigator will inform the Whistleblower of their rights and the ways that IRAus protects those rights and debrief the Whistleblower.
 - (k) The CEO or Chair of the Board will prepare a report to be provided to the Board at its next scheduled meeting.
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- (l) The CEO or the Chair of the Board will document the incident on the Whistleblower Register. The Whistleblower Register will be stored securely in the CEO's office and will be accessible only by the CEO and Whistleblower Protection Officer.

To the extent permitted by law, the Whistleblower Protection Officer may inform the discloser and/or a person against whom allegations have been made of the findings. IRAus will document the findings in a report however any report will remain the property of IRAus and will be retained in a secure location and only shared with a discloser or any person against whom allegations have been made if IRAus deems it appropriate.

7. PROTECTION OF WHISTLEBLOWERS

IRAus is committed to ensuring that any person who makes a protected disclosure is treated fairly and does not consequentially suffer detriment and that confidentiality is preserved in respect of all matters relating to protected disclosures.

To meet IRAus's obligations and procedures for Protected Disclosures, the organisation adopts the principle of providing protection to people or organisations with a relationship with IRAus:

- at least to the extent of protection provided at law; and
- beyond that legal protection, wherever it is practical in the circumstances

A report may not protect the Whistleblower from the consequences flowing from involvement in the wrongdoing itself. However, the same protection will apply to the rights of the Whistleblower as a person involved in the matter as apply to the Whistleblower as a reporter.

7.1 Confidentiality of Whistleblower's identity and whistleblowing reports

If a person or organisation makes a disclosure, IRAus will not disclose (and no other person may disclose) any information that would suggest or be likely to reveal that person's or organisation's identity.

The exception to the above protection is if IRAus discloses the Whistleblower's identity:

- with the person's or organisation's consent;
- to ASIC, APRA or the Australian Federal Police or other person or body prescribed by regulations;

- to the extent required or authorised by law, or
- to a legal practitioner for the purposes of obtaining legal advice or legal representation.

When a report is investigated it may be necessary to reveal its substance to people without the Whistleblower's consent in order to investigate and deal with the matter, such as IRAus managers, external persons involved in the investigation process and, in appropriate circumstances, law enforcement agencies. At some point in time it may also be necessary to disclose the fact and the substance of a report to a person(s) who may be the subject of the report. In such cases, IRAus may do so provided that:

- the information so disclosed does not include the discloser's identity (unless consented to by the Whistleblower); and
- IRAus has taken all reasonable steps to reduce the risk that the discloser will be identified from the information. Even after taking such steps, in some circumstances the source of the reported issue may be obvious to a person who is the subject of a report.

To protect the confidentiality of records, IRAus will also take all reasonable precautions to store any records relating to a report of a Protected Disclosure securely and to permit access by authorised persons only. This includes the following measures:

- all paper and electronic documents and other materials relating to disclosures will be stored securely;
- all information relating to a disclosure can only be accessed by those directly involved in managing and investigating the disclosure;
- only those people who are directly involved in handling and investigating a disclosure for example *Chair of Board, CEO, Whistleblower Protection Officer* - are made aware of a discloser's identity or information that is likely to lead to the identification of the discloser;
- communications and documents relating to the investigation of a disclosure are not sent to an email address or to a printer that can be accessed by other staff without appropriate security features; and
- each person who is involved in handling and investigating a disclosure is reminded that they should keep the identity of the discloser and the disclosure confidential and that an unauthorised disclosure of a discloser's identity may be a criminal offence. Information and awareness of whistleblower processes will be provided to support the application of confidentiality of the content and identity of the person(s) named in disclosures. Each person involved in the disclosure will be required to sign a document, to be retained on the investigation file, vouching maintenance of confidentiality. Emails relating to a Whistleblowing disclosure will be headed 'CONFIDENTIAL RECIPIENT ONLY (WB)'.

Unauthorised disclosure of information relating to a report, the identity of a person or organisation that has made a report of wrongdoing the subject of a Protected Disclosure, or information from which the identity of the reporting person or organisation could be inferred will be regarded seriously and will be dealt with accordingly at senior management level.

7.2 Protection from Legal Action

A discloser not be subject to any civil, criminal or administrative legal action (including disciplinary action) for making a disclosure under this policy or participating in any investigation.

Any information provided will not be admissible in any criminal or civil proceedings other than for proceedings in respect of the falsity of the information.

7.3 Protection against Detrimental Conduct

Committing to the protection and respect of the rights of a person or organisation that makes a Protected Disclosure, IRAus does not tolerate any detriment, retaliatory action, omission or threats of retaliatory action as a reaction to Protected Disclosure, including against a person's colleagues, employer (if a contractor or supplier) or relatives, even if the Protected Disclosure is merely part of the reason for the action, omission or threats.

Detrimental Conduct includes actual or threatened conduct such as the following (without limitation):

- dismissal of an employee;
- injury of an employee in his or her employment;
- alteration of an employee's position or duties to his or her disadvantage;
- discrimination between an employee and other employees IRAus;
- harassment or intimidation;
- physical or psychological harm;
- damage to a person's property;
- damage to a person's reputation;
- damage to a person's business or financial position; and
- any other damage to a person.

IRAus also strictly prohibits all forms of Detrimental Conduct against any person who is involved in an investigation of a matter disclosed under the policy in response to their involvement in that investigation.

IRAus will not take (and the law prohibits any other person from taking) any action under a contract to which a Whistleblower is a party or seek to enforce any other contractual or equitable right against a Whistleblower, solely on the basis of having made a Protected Disclosure. So, a Whistleblower is not liable in connection with any legal action for breach of an employment or services contract, a duty of confidentiality or any other contractual

obligation. Further, the Whistleblower will be protected from any termination of a contract on the basis that the disclosure is a breach of that contract.

IRAus will take all reasonable steps to protect you from Detrimental Conduct and will take necessary action where such conduct is identified. If appropriate, IRAus may allow you to perform your duties from another location or reassign you to another role (at the same level) or make other modifications to your workplace or your duties to protect you from the risk of detriment.

A Whistleblower who believes that he or she, or his or her family have been the victim of detrimental treatment by reason of their status as a Whistleblower should immediately report the matter to the CEO or the Chair of the Board. If the matter is not remedied, it should be disclosed as a Protected Disclosure in line with this policy. Any IRAus employee or director who is found to have detrimentally treated a Whistleblower will be subjected to disciplinary measures and may be subject to penalties that can be invoked in accordance with the *Corporations Act 2001* (Cth). Where a contractor or consultant is found to have detrimentally treated a Whistleblower by reason of their status as a Whistleblower, the CEO or Chair of the Board will determine the appropriate action to be taken to ensure the matter is dealt with fairly and effectively. A Whistleblower who has been involved in the wrongdoing the subject of a Protected Disclosure may, in some circumstances, be provided with immunity from, or due consideration in, IRAus's initiated disciplinary proceedings. IRAus, however, has no power to offer or provide immunity from criminal prosecution or from action by third parties.

7.4 Management of a person against whom a disclosure is made

- (a) IRAus recognises that individuals against whom a report is made must also be supported during the investigation of the Protected Disclosure. IRAus will ensure that there is fair treatment of a person who is the subject of a report, and will endeavour to maintain confidentiality and anonymity during an investigative process where practical and appropriate in the circumstances.
- (b) Where a person is suspected of possible wrongdoing, but preliminary enquiries determine that the suspicion is baseless or unfounded and that no formal investigation is warranted, the Whistleblower will be informed of this outcome and the matter laid to rest. The Whistleblower Protection Officer will decide whether the person named in the allegation should be informed that a suspicion was raised and found to be baseless upon preliminary review. This decision will be based on a desire to preserve the integrity of a person so named, so as to enable workplace harmony to continue and to protect the Whistleblower if it was a genuine report.
- (c) Where an investigation does not substantiate the report, the fact that the investigation has been carried out, the results of the investigation and the identity of

the person who is the subject of the report must be handled confidentially and any relevant documentation retained in a secure environment for the purpose of maintaining privacy.

(d) The Whistleblower Protection Officer must ensure that the person who is the subject of any report where an investigation is commenced:

- is informed of the substance of the allegation(s) if required by the principles of natural justice and procedural fairness;
- has their identity kept confidential during the investigation;
- is given a reasonable opportunity to respond before any investigation is finalised;
- is informed about the substance of any adverse comments that may be included in any report arising from the investigation before it is finalised, and
- has their response set out fairly in the investigator's report.

(e) Where the allegations in a disclosure report have been investigated and the person who is the subject of the report is aware of the allegations or the fact of the investigation, then the Whistleblower Protection Officer must formally advise the person of the outcome of the investigation. The Whistleblower Protection Officer or other Eligible Recipient will not provide the person who is the subject of the investigation with a copy of the report.

(f) IRAus will give its full support to a person who is the subject of a report where the allegations contained in the report are clearly unfounded including non-disclosure of the report or its outcomes outside of the investigative process.

(g) Any person suspected of possible wrongdoing will have reasonable access to support made available by IRAus such as contact with a nominated person and, where relevant, access to IRAus's employee assistance program or similar counselling service. IRAus will consider any request for other support for such a person on a case by case basis.

8. REMEDIES

A Whistleblower or any other person can seek remedies including compensation, civil penalties or other remedies through the courts if:

- They suffer loss, damage or injury because of a disclosure; and
 - IRAUSIRAus failed to take reasonable precautions and exercise due diligence to prevent Detrimental Conduct.
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If a discloser is concerned that their identity has been disclosed in relation to a disclosure, and without their your consent, they should inform the Whistleblower Protection Officer or Eligible Recipient immediately.

9. SUPPORT AVAILABLE

Any person who makes a disclosure under this policy or is implicated as a result of a disclosure that is made may seek counselling service. Such a service will be a free and confidential services provided by IRAus.

Third party support is also available via providers such as Lifeline (13 11 14) and Beyond Blue (1300 22 4636).

10. RELATED DOCUMENTS

Corporations Act 2001 (Cth)

END OF POLICY DOCUMENT