

## WHISTLEBLOWER POLICY

### 1.1 Introduction

The *Corporations Act 2001 (Cth)* provides protections for certain types of persons that make a disclosure of Reportable Conduct. This policy has been put in place to ensure employees and other Disclosers can raise concerns regarding any misconduct or improper state of affairs or circumstances of the Employer (including any related entities of the Employer) (**the Employer**) without being subject to victimisation, harassment or discriminatory treatment.

### 1.2 Who does this policy apply to?

The protections in this policy apply to Disclosers, which means anyone who is, or has been, any of the following with respect to the Employer:

- employee
- director
- officer
- contractor (including employees of a contractor)
- supplier (including employees of suppliers)
- associate
- consultant, or
- a relative, dependant, spouse, or dependant of a spouse of any of the above.

The protections in this policy will also apply to any person who has made a disclosure of information relating to the Employer to a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to whistleblowing protection laws.

### 1.3 Reportable conduct

Reportable Conduct is conduct which involves:

- dishonest behaviour
- fraudulent activity

- unlawful, corrupt or unethical use of company funds or practices
- improper or misleading accounting or financial reporting practices
- behaviour that is oppressive, discriminatory or grossly negligent
- unsafe work practices
- a serious risk to the health and safety of any person at the workplace
- a serious risk to public health, public safety or the environment, or
- behaviour which may cause financial loss to the Employer, damage its reputation or be otherwise detrimental to the Employer's interests.

Personal work-related grievances regarding matters such as an interpersonal conflict with the Discloser and another employee or a business decision relating to an engagement, transfer, promotion, terms and conditions, suspension or termination of the Discloser's employment typically fall outside this policy and should be raised in accordance with the relevant employee grievance policy that applies. An exception to this is where a personal work-related grievance is related to detrimental treatment taken against the Discloser because the Discloser has made (or is suspected of making) a disclosure under this policy, or because the Discloser proposes to (or could) make a disclosure under this policy.

#### **1.4 Responsibility to report**

Story House Early Learning relies on its employees and Disclosers to maintain its culture of honest and ethical behaviour. To this end, it is expected that any Discloser who becomes aware of Reportable Conduct will make a formal report.

#### **1.5 How to report**

You can report the allegation directly to the designated Whistleblower Protection Officer:

- Mathew Furbank – National HR Manager (Ph: (07) 3397 5000 or 0419 642 950) or [mathew.furbank@shel.edu.au](mailto:mathew.furbank@shel.edu.au)

If the alleged or suspected wrongdoing involves the Company's senior management, you can report the matter to the internal Whistleblower Protection Officer above or the board appointed Whistleblower Protection Officer:

- Justin Laboo – Advisory Board Member (Ph: 0488 666 768) or [justin.laboo@catalysthealthreit.com](mailto:justin.laboo@catalysthealthreit.com)

The Whistleblower Protection Officers may appoint an external Whistleblower Protection Officer if it is deemed necessary due to the nature of the issue.

You may choose to remain anonymous when making a disclosure. However, it should be noted that it may be more difficult for the alleged wrongdoing to be fully investigated if further information cannot be sought from the whistleblower.

## **1.6 Investigation of reportable conduct**

Upon receiving a report, the Whistleblower Protection Officer will determine if the report relates to Reportable Conduct and, if so, the report will be investigated as appropriate. The investigation may be conducted internally or via an externally appointed investigator.

The investigation process and enquiries will be determined by the nature and substance of the report. All investigations will be conducted in an objective and fair manner and will be reasonable and appropriate having regard to the nature of the Reportable Conduct and the circumstances.

Where a Discloser wishes to remain anonymous, the Discloser's identity will not be disclosed to the investigator or to any other person. Information that is likely to lead to the identification of the Discloser can be disclosed without the Discloser's consent, provided that:

- the disclosure of the confidential information is reasonably necessary for the purposes of investigating the conduct disclosed by the Discloser, and
- all reasonable steps are taken to reduce the risk that the Discloser will be identified.

Where appropriate, the Eligible Recipient or appointed investigator will provide feedback to the Discloser regarding the investigation's progress and/or outcome. This will be subject to privacy and confidentiality considerations.

## **1.7 Confidentiality of Whistleblowers identity and Whistleblowing reports**

If a person makes a report of alleged or suspected wrongdoing, Story House will protect your identity from disclosure.

Generally, Story House Early Learning will not disclose your identity unless:

- You consent to the disclosure; and/or
- The disclosure is required or authorised by law.

Where permissible at law, it may also become necessary to disclose the fact and the substance of a report to the person who is subject to the report. There may be circumstances if your identity could be readily identifiable as a result of disclosure, where a report cannot be fully investigated unless you provide consent to the disclosure of your identity.

## **1.8 Protection of Whistleblowers**

Story House Early Learning is committed to protecting and respecting your rights in good faith. Story House Early Learning does not tolerate any retaliatory action or detrimental conduct against you or any person who is believed to have made a report of wrongdoing, or against your colleagues or relatives.

Any retaliatory action or victimisation in reprisal for a report being made under this policy will be treated as serious misconduct and will result in disciplinary action. If after making a report you believe retaliatory action has occurred or been threatened, you have the right to make a submission to the appointed Whistleblower Protection Officer.

You will not be subject to any civil, criminal, administrative liability, enforcement of any contractual or other remedy for making a disclosure under this policy. It should be noted that if you have been involved in the wrongdoing that you are reporting, making a report will not necessarily shield you from consequences of those actions. Your liability for your own conduct is not affected by reporting that conduct under this policy.

and any disclosure will not be admissible in any proceedings, except in the respect of falsity of the information.

**1.9 How is this policy made available?**

This policy will be available on the Story House Early Learning Collaboration Station which is accessible to all employees, as well as on the company website.