



Review Date	07/02/2023
Revision	1.3
Reviewed by	Board
Review Frequency	Annually

Whistleblowing Policy

Purpose

WFAV's volunteers and staff are important to us and we value your contribution. Your time and input are appreciated and we encourage you to discuss any ideas or concerns you have with us and be actively involved in our work. This Whistleblowing Policy outlines how members of the WFAV Team who are aware of possible wrongdoing have a responsibility to disclose that information. WFAV will support and respect anyone who acts to draw attention to suspected inappropriate, corrupt or illegal conduct or behaviour.

Scope

This policy applies to all WFAV activities within Australia and Ethiopia. It forms part of the WFAV governance framework and applies to staff and volunteers only. This policy adheres to relevant ACFID clauses identified in the WFAV compliance matrix.

Policy

In line with the Whistleblowing Policy intent, WFAV is committed to:

- Encouraging people to speak up, to make complaints and raise concerns about integrity, service, safety and quality.
- Responding appropriately and in a timely manner to concerns about illegal or inappropriate conduct
- guaranteeing that whistle-blowers will be treated fairly and with respect at all times and will be protected from adverse employment consequence
- Protecting whistle-blowers from retaliation
- Ensuring a fair and impartial investigative process

Process

Where a staff member has acted as a whistle-blower, the person to whom the disclosure was made will secure any records or information related to the alleged issue.

Information can be provided in any format. Claims made in conversation should be documented by the person receiving the claim. The record of conversation should be signed by the whistle-blower to verify it is a true account.

Any information shared about the allegations raised by a whistle-blower will be de-identified to protect the whistle-blower's identity and stored securely while the matter is examined.

Should the organisation decide an internal investigation is required, care must be taken to protect the integrity of any evidence and the usual internal investigation process should be followed.

We will conduct an investigation which will be confidential, fair and objective. External licenced investigators (Enquiry Agents) may be used.



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We and our staff will comply with all legal requests for information in a timely manner. Requests by external parties for information will be responded to using the organisation's Complaints and Privacy Policies.

The person overseeing the investigation or working on the issue raised by the whistle-blower will keep the whistle-blower and all other parties informed about the process and the outcome of the investigation where permitted.

If the matter is investigated by an external organisation or referred to police or another investigating body, there may be limits on what information can be shared. In this case, involved parties will be advised of any limitations on the release of information.

Staff who are impacted will be offered support.

Definitions

Whistle-blower A person who raises concern regarding illegal and/or improper conduct that affects others. The person is not usually involved in the issue but is wanting to alert others to suspected misconduct. The alert may be raised outside of usual reporting lines or processes.