

Mansfield Autism Statewide Services

Whistleblower Protection Policy and Procedures

MS11	MASS Staff	Whistleblower Protection Policy and Procedures
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What this policy aims to do	Encourage and enable employees and others to raise serious concerns in relation to any aspect of the organisation's operation or any wrongdoing
Who this policy applies to	Board members, managers, employees, contractors and volunteers and MASS clients.
Who is responsible for carrying out this policy	The Board, CEO and responsible managers
What words used in this policy mean	<p>'Whistleblowing' means the deliberate, voluntary disclosure of individual or organisational wrongdoing by a person who has or had privileged access to data, events or information about an actual, suspected or anticipated wrongdoing within or by an organisation that is within its ability to control.</p> <p>'Wrongdoing' means any conduct that is dishonest, fraudulent, corrupt or illegal, such as theft, drug sale or use, violence, harassment, unethical behaviours, willfully breaching MASS Code of Conduct, potentially damaging another employee, contractor or client such as unsafe work practices.</p>
Legislation this policy is based on	Corporations Act 2001 (the Act) Treasury Laws Amendment (Enhancing Whistleblowers Protections) Act 2019 Victorian Human Services Standards
Other relevant policies	MS3 Staff Code of Conduct MS4 Employee Performance Management MS9 Respect in the Workplace MS10 Staff Grievances MS12 Workplace Health and Safety HS10 Client Incident Reporting

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	30/5/2018	D Stephenson		Update format

1.2	14/6/2019	C Trenfield	S Reeves	Updated in line with Treasury Laws Amendment (Enhancing Whistleblowers Protections) Act 2019
1.3	23/7/2020	C Trenfield	S Reeves	Annual review, no change
1.4	22/2/2022	D Stephenson	S Reeves	Changed Director to CEO
1.5	12/05/2023	C Trenfield	S Reeves	Annual Review

Whistleblower Protection Policy

MASS aims to provide an environment where employees and others in the workplace are treated fairly and with respect. Employees are encouraged to report any wrongdoing.

MASS also aims to help provide the board, the CEO, employees, volunteers and contractors with a supportive work environment in which they feel able to raise issues of legitimate concern to MASS, without fear of victimisation, detriment or other retribution and provide suitable avenues for reporting of matters that may cause loss to or damage MASS's reputation.

MASS requires board members, the CEO, employees, volunteers and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. MASS requires all personnel to practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all board members, the CEO, employees, volunteers and contractors to report violations or suspected violations.

No board member, CEO, employee, volunteers or contractors who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

This policy must not be used for trivial or vexatious matters (being matters that the reporter knows, or ought to know have no substance). This policy is not intended to replace other reporting structures or grievance procedures such as those for dispute resolution, grievances, equal opportunity, discrimination, harassment or bullying.