

WHISTLEBLOWER PROTECTION POLICY – FACT SHEET

Glenhaven Family Care's Whistleblower Policy is an important tool for helping our organisation to identify illegal, improper or unethical conduct that may not be discovered unless there is a safe and secure means for disclosing wrongdoing. Glenhaven Family Care is committed to the principles of transparency and accountability, and views whistleblowing as an opportunity to reflect upon organisational procedures and promote an ethical culture.

Glenhaven Family Care protects Whistleblowers from retaliatory action including:

- Dismissal;
- Demotion;
- Harassment or discrimination;
- Victimisation of any kind; or
- Threats of any of the above.

The Board will nominate a Whistleblower Protection Officer (WPO) when a decision has been made to investigate a disclosure. Glenhaven Family Care will ensure the discloser knows who the designated WPO is and their contact details.

The WPO responsibilities include:

- Ensuring the protection and/or anonymity of disclosers, where possible;
- Informing disclosers of the progress and outcomes of the investigations;
- Ensuring that disclosers do not suffer any retaliation or negative consequences;
- Referring disclosers to EAP for support if required.

Under this policy, an eligible whistleblower is:

- a) An officer or employee of the organisation;
- b) A supplier of services or goods to the organisation;
- c) An associate or volunteer of the organisation;
- d) A relative, dependant or spouse of an individual listed in (a) to (c).

How to make a Disclosure

To make an "Online" report go to:

- <https://www.whistleblowingservice.com.au/glenhaven/>

Then please click on the **Make a Report** button.

You will be redirected to a new page where you need to:

- Enter **GLEN2020** in the **Unique Key** field
- Enter **ask2021** in the **Client Reference Number** field
- Click on the **Data Verified** field and then Click **Next**

What happens when I lodge a report?

When you lodge a report, you will be provided with your own unique number which will be up to 20 characters long. Please keep a record of the unique number. It will be important if you wish to resume a report, upload more information for your disclosure, or monitor progress of your disclosure.

Disclosures can be made anonymously and still be protected.

FOR MORE INFORMATION PLEASE REFER TO THE WHISTLEBLOWER POLICY