



## POLICY – PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER)

ID No: FBC-18-476

Version: 2.0

Applies to:	<ul style="list-style-type: none"><li>• All Board members, employees, former employees, volunteers, and contractors</li></ul>
Applicable Standards:	<ul style="list-style-type: none"><li>• National Standards for Disability Services</li><li>• NDIS Quality and Safeguarding Practice Standards 2018</li><li>• Australian Standard AS 8004-2003 Corporate Governance</li></ul>
Applicable Legislation:	<ul style="list-style-type: none"><li>• The Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019</li><li>• Corporations Act 2001</li><li>• Taxation Administration Act 1953</li><li>• Privacy Act 1988</li><li>• Public Interest Disclosure Act 2013</li><li>• Public Interest Disclosure Act 2012 (Tas)</li></ul>

Family Based Care Tasmania (FBC) is committed to fostering a culture legal, ethical, and moral behaviour and corporate governance. Family Based Care Tasmania recognises the value of transparency and accountability in its administrative and management practices, and supports the reporting of improper conduct.

The Whistleblower Policy and Procedure have been developed so that relevant persons can raise concerns regarding situations where they reasonably believe that Family Based Care Tasmania as an organisation, or anybody connected with Family Based Care Tasmania, has acted in a way that constitutes serious wrongdoing, including unethical, illegal, corrupt, or other inappropriate conduct.

### Definitions

A *Whistleblower* is a person who, whether anonymously or not, attempts to report, or reports, misconduct or dishonest or illegal activity that has occurred in connection with Family Based Care Tasmania, and wishes to avail themselves of protection against reprisal for having made the report. The report may be raised outside of usual reporting lines or processes.

A report made under the provisions of this policy is known as a “*protected disclosure*”.

### Purpose

This Policy aims to:

- encourage an employee to report improper conduct in good faith if they know or have reasonable grounds to suspect such conduct;
- provide a mechanism to report misconduct or dishonest or illegal activity that has occurred or is suspected within the organisation;
- enable Family Based Care Tasmania to deal with reports from whistleblowers in a way that will protect the identity of the whistleblower and provide for secure storage of the information;

- ensure that any reportable conduct is identified and dealt with appropriately; and
- help to ensure that Family Based Care Tasmania maintains the highest standards of ethical behaviour and integrity.

### Scope and Application

This Policy applies to current and former:

- a. Board Members
- b. Executive Managers
- c. Team Leaders and Supervisors
- d. Contractors (including employees of contractors)
- e. Volunteers
- f. Suppliers, and
- g. Consultants.

Although they are under no obligation to do so, an associate, family member, or dependant of any person in the above groups of people may also speak up. If they do choose to speak up in line with this Policy, we will extend the relevant rights and protections under this Policy to them.

### Format of Report (Protected Disclosure)

There is no prescribed format for lodging a whistleblower or public interest disclosure report.

Reports may be made anonymously, in writing or orally.

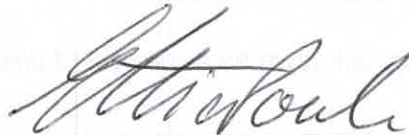
Reports are to be made either to the Chief Executive Officer or the Secretary of the Board. Reports will be investigated in accordance with normal procedures subject to the specific provisions of this policy intended to protect reporting individuals.

### Policy Limitations and Restrictions

While everybody is encouraged to speak up and report any concerns to Family Based Care Tasmania, not everyone nor all types of conduct are intended to be covered by this Policy.

This Policy does not apply to complaints by clients, or personal or work-related grievances, unless the grievance includes victimisation because of the making of a protected disclosure.

Authorised by:



Date:

19 Aug 24

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President of the Board