



Way of the Horse Coaching Incorporated

www.wayofthehorsecoaching.com

Whistle-blower Protection Policy

Policy statement

This policy guides Way of the Horse Coaching Incorporated on how to support staff to raise concerns about service delivery in the interests of service safety and quality.

This policy is used to support whistle-blowers, who in good faith and without malice, disclose information or raise concerns about alleged improper or illegal activity.

Way of the Horse Coaching Incorporated and our staff are committed to providing services in a safe and honest way. We expect everyone to comply with all legal requirements. We will support and respect anyone who acts as a whistle-blower to draw attention to suspected inappropriate, corrupt or illegal conduct or behaviour.

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.

Scope

This policy applies to all current and former employees, including permanent and casual, contract workers, temporary agency workers, and volunteers. This policy applies to disclosures made on reasonable grounds about a disclosable matter such as illegal misconduct, improper state of affairs (relates to systemic issues). It excludes staff raising personal grievances. Anonymous disclosures are accepted.

Principles

- Way of the Horse Coaching Incorporated encourages people to speak up, to make complaints and raise concerns about service integrity, safety and quality.

- Way of the Horse Coaching Incorporated has good governance and responds appropriately to concerns about illegal or inappropriate conduct, whether that's provided as feedback, a complaint or a person acts as a whistle-blower.
- People who 'blow the whistle' are not victimised, are protected from detrimental conduct and will be treated fairly and with respect at all times.
- Way of the Horse Coaching Incorporated will not retaliate against a whistle-blower for raising an alert about suspected misconduct.

Procedures

How to make a disclosure

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.

Who can receive a disclosure

Way of the Horse Coaching Incorporated has identified the role of CEO to receive disclosures. If the disclosure involves the conduct of the CEO then the disclosure shall be made to the Chairman or any committee member.

How the disclosure will be handled and treated.

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.

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.

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.

Way of the Horse Coaching Incorporated will conduct an investigation. Investigations will be confidential, fair and objective. The Code of Conduct applies at all times.

Way of the Horse Coaching Incorporated 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, access to information and privacy policies.

The CEO 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.

Document revision Version

Version 1: Approval date :

Signed: