

Gippsland Grammar Whistleblower Policy and Procedures

Introduction

Gippsland Grammar does not tolerate improper, corrupt, or misconduct by employees, members of the School's Executive, Board members or contractors, nor the taking of reprisals against those who come forward to disclose such conduct.

Gippsland Grammar recognises the value of transparency and accountability in administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, misconduct involving a substantial mismanagement of school resources, misusing information or conduct involving a substantial risk to the safety of our community, or the environment. This policy is intended to encourage Board members, and staff (paid and volunteer) to report suspected or actual misconduct and unethical behaviour.

A **whistleblower** is a person who exposes any kind of information or activity that is deemed illegal, unethical, or inappropriate within an organisation.

In our School:

1. A whistleblower should promptly, in person or in writing, report the suspected or actual matter to relevant Executive member, or to the Principal.
2. If the whistleblower would be uncomfortable or otherwise reluctant to report to any senior staff or the Principal, then he/she has the right to report the matter to the School's nominated independent reporting agency, **Integrity Line**.
3. The whistleblower can report the event with his/her identity or anonymously.
4. The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not vexatious. Where the whistleblower's identity is known, the School will provide support through the HR Manager.
5. A person making a vexatious report will be subject to normal disciplinary procedures. Vexatious means without grounds and serving only to harass or cause annoyance. A complaint is considered to be vexatious if it is an abuse of the complaint process, if there are no reasonable grounds for the complaint or the purpose of the complaint is to harass, annoy, delay or cause detriment. In order for a complaint to be proven as false, vexatious or malicious, there must be evidence showing that the complainant has knowingly made false statements.
6. Anyone who retaliates against the whistleblower (who reported an event in good faith) will be subject to investigation, underpinned by procedural fairness. This may result in discipline, including possible termination, as well as to possible criminal and civil penalties under the Federal [Treasury Laws Amendment \(Enhancing Whistleblower Protections\) Bill 2018](#).
7. Crimes against person or property, should immediately be reported to the Police.
8. Executive staff or the Principal who receive the reports must act promptly to investigate and/or resolve the issue. Procedural fairness will be applied in dealing with any individuals

who are the subject of whistleblowers' reports. Allegations will be documented, and individuals given an opportunity to respond fully to allegations.

9. Where the whistleblower's identity is known, the whistleblower shall during school term time receive a report within one week of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was made in good faith and investigated by internal personnel, is not to the whistleblower's satisfaction, then he/she has the right to report the matter to the School's nominated independent reporting agency, **Integrity Line**. Issues that have not been resolved to the whistleblower's satisfaction or issues that directly involve the Principal will be reported by Integrity Line to the Chair of the Gippsland Grammar Board of Directors.
11. The identity of the whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by Police.

Version	Authorised by	Approval Date	Effective Date	Sections Modified	Location
1	Board	22 May 2019	23 May 2019		

Reports may be made to Integrity Line online at www.integrityline.com.au or during business hours on 1800 468 456