

# MontroseAccess

## WHISTLEBLOWER POLICY

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### PURPOSE

This policy is intended to encourage any stakeholder to report suspected or actual occurrences of illegal, unethical or inappropriate events, behaviours or practices. A 'Whistleblower' function has been established on the organisations website which links directly to the responsible Board member who will undertake an investigation into the matter.

### SCOPE

Board, Management, staff, volunteers, clients, family members or other interested parties.

### RESPONSIBILITY

Chair Audit and Risk Management Committee

### PROCEDURE

1. A 'Whistleblower' function has been established on the organisations website. Matters may be reported through the website or in writing to the Chair Financial Audit Committee.
2. In the first instance staff members are encourage to discuss any concerns with their direct supervisor.
3. Reports will be accepted from any person and can be made anonymously if preferable.
4. Whistleblowers making reports in good faith will not receive any retaliation or retribution for making the report.
5. Whistleblowers who are staff members who make a report which is not in good faith and deemed malicious may be subject to disciplinary action.
6. Anyone retaliating against a Whistleblower will be subjected to disciplinary action.
7. Matters of a criminal nature e.g. burglary, assault must be immediately reported to the Police.
8. The Chair Financial Audit Committee may delegate investigation of the matter to the CEO or other management staff.
9. Reports must be investigated within 5 working days of the initial report.
10. Whistleblowers must receive a report of the investigation within 1 month of making the report.
11. The identity of the Whistleblower will remain confidential unless the matter requires investigation by law enforcement agencies.