



POLICY	WHISTLEBLOWER POLICY		
DOCUMENT REF	01 WBR PS	EFFECTIVE DATE	18 September 2024
RESPONSIBILITY	BOARD	REVISION NO.	Version 2

Purpose and Scope

The purpose of this policy is to:-

- Encourage and facilitate disclosures of dishonest management, misconduct, inappropriate behaviour, corrupt or illegal activity
- Provide a framework for responding appropriately to reports in a way that will protect the identity of the whistleblower as far as possible
- Help to ensure that The Hut staff and workers maintain the highest standards of ethical behaviour and integrity.

The Hut is committed to operating legally, in accordance with applicable legislation and regulations and with Hut policies and procedures, and ethically, in accordance with recognised ethical principles.

All staff members are expected to work with The Hut management in maintaining legal and ethical operations, if necessary, by reporting non-compliant actions by others. Staff members who assist in maintaining legal and ethical operations by raising awareness of impropriety will not be penalised in any way.

Definitions

A whistleblower	A Hut staff member, participant or stakeholder who, whether anonymously or not, makes or attempts to make a report in connection with reportable conduct and wishes to avail themselves of protection against reprisal for having made the report.
Legal and ethical operations	Operations which are free from corrupt conduct, fraud or theft, official misconduct, incompetent or dishonest management or administration, harassment or unlawful discrimination, serious and substantial waste of public resources, practices endangering the health or safety of a worker or the public and practices that endanger the environment.
Staff	Paid employees and volunteers.
Worker	Any person who carries out work for the Hut, including work as a staff member (employee or volunteer), contractor, subcontractor, self-employed person, apprentice or trainee, work experience student or employee of a labour hire company



Background

The Hut is a values-based organisation that prioritises ethical behaviour, transparency, integrity and accountability in all its activities, and values honesty, trust and transparency in its staff.

This policy was developed in accordance with the South Australian Public Interest Disclosure Act 2018, designed to protect those who raise awareness of impropriety in an organisation.

The Hut Board recognises its responsibilities under the Act and encourages the disclosure of information about any illegal activities, unethical conduct, wasting of public funds or mismanagement.

Purpose

This Policy provides a framework to encourage reporting and the protection of individuals who, in good faith, report conduct which they reasonably believe to be corrupt, illegal or unethical.

Policy

The Hut does not condone nor support inappropriate behaviour by its workers. As such, we support all staff and members of the public to report any misconduct that adversely affects, or has the potential to adversely affect, The Hut, staff or the Board either physically, financially or through damaging its reputation.

The Hut, in adhering to the Whistleblower Protection Act 1993, and to encourage and protect those reporting misconduct, will not tolerate the taking of reprisals against those who come forward to disclose such conduct.

It is desirable that disclosures are made to The Hut Executive Officer in the first instance where reports can be investigated confidentially or to the Board Chair in the case of Hut management impropriety.

The Hut supports responsible disclosures that relate to, but not limited to:-

- illegal activity,
- behaviour that is considered unethical,
- irregular and unauthorised use of public funds,
- wilful mismanagement of public resources and
- conduct that causes an unacceptable risk to public health or safety, or to the environment.

The Hut will ensure that all whistleblowers are protected from victimisation and every effort will be made to keep their identity confidential.



Responsibilities

The Board is responsible for adopting the Whistleblower Policy.

The Executive Officer is responsible for the implementation of the Whistleblower Policy and any resulting procedures.

Related Documents	Misconduct and Fraud Procedures Board Code of Conduct Agreement Code of Conduct Agreement H.R. Disciplinary Procedures
Legislation & References	Privacy Act 1988 Australian Privacy Principles Public Interest Disclosure Act (SA) 2018

Signed on behalf of The Hut Board by the Board Chair:	
Name: David Rawnsley	
Signed:	Date:

Date Approved by Board: September 2024	Next Review Date: September 2027
--	----------------------------------