

## Whistleblower Policy

### 1. Policy

North Shore Community Housing Ltd is committed to high standards of conduct and ethical behaviour. This policy aims to ensure that staff and directors can raise concerns without fear of reprisal.

This policy aims to encourage people to report an issue if they genuinely believe someone has contravened the Code of Ethical Conduct, conflict of interest policy or the law.

### 2. Who does this policy apply to?

This policy applies to all employees whether full time, part time or casual and to all directors.

### 3. What concerns should be raised?

All employees and directors are encouraged to report any genuine matters or behaviour that they honestly believe contravene North Shore Community Housing's Code of Ethical Conduct, Conflict or interest policy or the law. This will include:

- Conduct or practices which are illegal
- Corrupt activities
- Theft , fraud, misappropriation
- Significant mismanagement of funds or resources
- Abuse of authority
- Serious harm to public, tenant or employee safety

### 4. Procedure

A person who becomes aware of any matter or behaviour that they think seriously contravenes the Code of Ethical conduct, Conflict of Interest policy or the law should raise the matter with (in order):

- their immediate supervisor (if an employee) or with the CEO
- the Chairperson or another member of the Board of directors (if raising the matter with the CEO is not appropriate)
- the Office of the Registrar of Community Housing (1800 330 940)

### 5. Investigating concerns

North Shore Community Housing will investigate all reported concerns and where appropriate will provide feedback regarding the outcome. North Shore Community Housing will take any necessary course of action as a result of a report and if no action is given will give an explanation.

## 6. Protection of whistleblowers

A whistleblower will not be discriminated against or disadvantaged for making a report in accordance with this policy. This applies if the matter is proven or not, regardless of whether it is reported to an external authority.

## 7. Responsibility to act in good faith

Whistleblowing is about reporting real or perceived malpractice. If a report is not made in good faith, or is found to be malicious, deliberately misleading or frivolous, you may be subject to disciplinary action.

## 8. Linked Policies

- Code of Conduct & Ethics
- Conflict of Interest
- OH&S
- Privacy & confidentiality

## 9. Quality Assurance

- Staff and directors aware of policy
- Any incidents dealt with in accordance with this policy.

## 10. Approval

This policy and procedure was approved at a Board meeting held on 28<sup>th</sup> May 2009  
The policy is effective as from 29<sup>th</sup> May 2009.