

GUIDELINES –



3. Objectives

The objectives of the Whistleblower Protection Policy and Guidelines are to:

- encourage the reporting of actual or suspected wrongdoing that cannot appropriately be reported through normal reporting channels;
- describe clearly the process for making a whistleblower disclosure and the types of matters that should be reported;
- describe clearly the process for investigating a whistleblower disclosure;
- outline how EREA manages whistleblower disclosures in a way that will support and protect the whistleblower, as well as ensure fairness for a person named in the disclosure.
- give effect to the spirit of whistleblower legislation that prohibits regulated organisations from taking adverse action against any staff member, or a supplier of services or goods.

4. Definitions

A **whistleblower** is a person who makes a disclosure, outside normal operational channels, whether anonymously or not, with respect to serious misconduct such as corruption, fraud or some other illegal or undesirable activity observed within an EREA member entity.

5. Roles & Responsibilities

There are a number of key roles supporting EREA's Whistleblower Protection program. Key roles and their main responsibilities are outlined below:

- i) **Discloser ('Whistleblower')**
 - A person who reports a wrongdoing (i.e. 'disclosure') according to the law or the EREA Whistleblower Protection Policy and Guidelines. (may be referred to as a 'whistleblower')
- ii) **Disclosure Officers (EREA):**
 - The Relevant Subsidiary CEO, for Subsidiary disclosures, the National Executive Director (NED), for Parent Entity disclosures; and the Chief Risk officer (CRO) for all disclosures, except:
 - (i) Where a disclosure is made against a CEO, NED or the CRO, a Relevant Board Director assumes the role of conflicted Disclosure Officer; or
 - (ii) Where a disclosure is made against a Board member, the EREA Board Chair assumes the role of Disclosure Officer.
 - (iii) Where a disclosure is made against the Board Chair, the EREA Council President assumes the role of Disclosure Officer.
 - (iv) Where a disclosure is made against a Council member, the EREA Council President assumes the role of Disclosure Officer.
 - (v) Where a disclosure is made against the President of Council, the Deputy President assumes the role of Disclosure Officer.
 - Disclosure Officers jointly
 - i) manage reports that have been made directly to EREA and Your Call when consent provided by the discloser
 - ii) Make decisions as the Disclosure Officers Committee

- iii) **Disclosure Officers Committee (EREA):**
 - Each Disclosure Officer is required to constitute the Committee to make the following decisions:
 - whether an investigation is required, and the subsequent appointment of an investigator
 - appointment of a Whistleblower Protection Officer (WPO) to support and protect the whistleblower

- iv) **Whistleblower Protection Officer (EREA WPO):**
 - Appointed at the discretion of the Disclosure Officers Committee to support, protect and advocate for the whistleblower, where appropriate or required

- v) **Whistleblower Investigation Officer:**
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6. Scope

EREA's Whistleblower Protection Policy and accompanying Guidelines are available to all current or former:

- parents and carers
- students
- other related stakeholders

disclosed to a person not connected with the investigation if:

- the whistleblower has been consulted and consents in writing to the disclosure; or
- Your Call is compelled by the

Protection Officer will proactively monitor the workplace for signs of retaliation, harassment or victimisation and intervene when necessary. A whistleblower who experiences retaliation, harassment or victimisation should immediately report it to EREA's Whistleblower Protection Officer, or a Disclosure Officer, where a Whistleblower Protection Officer has not been appointed. Any such conduct may be treated as serious misconduct and the perpetrator of the retaliation may be subject to disciplinary action.

False or Misleading Disclosures .

Anyone who makes a disclosure knowing it to be vexatious, false or misleading may be subject to disciplinary action. The disciplinary action will depend on the severity, nature and circumstance of the false disclosure. EREA however does not wish to deter disclosures. In cases where disclosers have some information leading to a suspicion, but not all the details, persons are encouraged to speak up and report the misconduct and will not face disciplinary action in those circumstances.

Public Interest Disclosures and Emergency Disclosures

A 'public interest disclosure' refers to an option a person (whistleblower) has to disclose information to a journalist or a parliamentarian where:

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If a whistleblower disclosure is made through the whistleblower service that does not meet the threshold of reportable wrongdoing such as that listed above in section four of Guidelines, it may be referred by EREA's Whistleblower Disclosure Officers to the appropriate delegated authority to determine the appropriate course of action.