

## 1. Purpose of the policy

- Demonstrate our commitment to effective internal whistleblowing
- Encourage FemiliPNG Australia’s personnel and representatives to disclose wrongdoing, guide and support them through that process
- Ensure disclosures are dealt with appropriately and on a timely basis
- Support FemiliPNG Australia’s long-term sustainability and good reputation.

## 2. Policy application

This policy applies all FemiliPNG Australia personnel and representatives, including volunteers, who want to disclose actual, suspected, or anticipated wrongdoing.

This policy does not apply to:

- **External individuals or organisations:** External individuals or organisations who want to provide feedback or make a complaint should refer to the FemiliPNG Australia Complaints Handling Policy (POL-004).
- **Personal work-related grievances:** Personnel with a work-related grievance, such as interpersonal conflict or a decision relating to your engagement, should refer to the FemiliPNG Australia Grievance Policy (POL-020).
- **Safeguarding:** Individuals or organisations who want to raise a concern regarding safeguarding of children and other vulnerable populations and/or report instances of sexual exploitation, abuse, or harassment, should refer to the relevant policies.

## 3. Definitions

<b>Personnel</b>	A FemiliPNG Australia staff member, contractor, or volunteer
<b>Representative</b>	A FemiliPNG Australia Board member
<b>Whistleblowing</b>	The disclosure of individual or organisational mismanagement, corruption, illegality, or some other form of actual, suspected, or anticipated wrongdoing
<b>Whistleblower</b>	FemiliPNG Australia personnel or representative who report serious wrongdoing in accordance with this policy.
<b>A wrongful act includes but is not limited to:</b>	<ul style="list-style-type: none"> <li>• breaches of legal obligations (including negligence, breach of contract, breach of administrative law)</li> <li>• criminal offences</li> <li>• mismanagement of funds</li> <li>• actual or suspected fraud or corruption</li> <li>• abuse of authority</li> <li>• health and safety risks, including risks to the public as well as other employees</li> <li>• the unauthorised use of organisational funds</li> <li>• other unethical conduct, or</li> <li>• the concealment of any of the above</li> </ul>

## 4. Policy

- 4.1 All FemiliPNG Australia personnel and representatives, who are aware of possible, actual, or anticipated wrongful acts, **must** report the act and disclose any information they have about the wrongful act.
- 4.2 FemiliPNG Australia personnel and representatives have a right to speak openly and honestly about alleged wrongful acts in a safe environment without fear of retaliation.
- 4.3 FemiliPNG Australia will respond appropriately, confidentially and in a respectful manner to all alleged wrongful acts and investigate them.
- 4.4 FemiliPNG Australia guarantees that personnel and representatives who disclose perceived wrongdoing in good faith will be protected from adverse employment consequences.

## 5. False reports or disclosures

- 5.1 Whistleblowing must be made on genuine and reasonable grounds. Anyone who knowingly and deliberately makes a false report of wrongdoing may be subject to disciplinary action. The disciplinary action will depend on the severity, nature, and circumstance of the false disclosure.

## 6. Policy amendments

All policies are subject to review and endorsement by the FemiliPNG Australia Board. Suggestions about this policy are welcome and should be directed to the FemiliPNG Australia CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all personnel.

This policy will be reviewed every three years, or as needed to meet governance obligations and/or changes in legislation.

## 7. Related documents

Document number	Document name
PROC-003	Whistleblowing Procedure
POL-019	Equity, Diversity & Safety at Work Policy
POL-017	Whistleblowing Policy
POL-004	Complaints Handling Policy
POL-002	Prevention of Sexual Exploitation, Abuse and Harassment Policy
POL-001	Child Protection Policy

Policy name, number	Whistleblowing policy POL-017	Policy version & approval	V1 Dec 2022
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