

Protected Disclosures Statement - Whistle-Blower - Policy Number 502

Edited May 2020

1. Purpose

The purpose of this document is to provide a framework for Pacific Community Housing in dealing with protected disclosures.

2. Scope

This policy applies to all Pacific Community Housing directors, employees (including staff engaged as contractors) and volunteers.

3. Policy

Pacific Community Housing expects all staff and Board members to act:

- Ethically, honestly, responsibly and diligently.
- In full compliance with the letter and spirit of the law.
- In the best interests of Pacific Community Housing, its applicants and tenants.

Pacific Community Housing is committed to:

- Encouraging individuals to report their concerns preferably openly but if necessary, anonymously.
- Ensuring that in reporting their concerns individuals are afforded respect and confidentiality.
- Ensuring that the matter is properly investigated with a view to establishing the truth and correcting any wrongdoing.
- Ensuring that the individual is advised of the outcome and any action taken; and
- Ensuring that the individual is not victimised or adversely affected because of their actions.

4. Responsibilities

An employee, Board member, member of the public or contractor wishing to make a protected disclosure should contact either the CEO or the Chair of the Board who are designated appropriate Officers.

Where it is not appropriate to contact the above officers, individuals are encouraged to contact the Registrar of Community Housing (www.nrsch.gov.au).

Upon receipt of a protected disclosure the CEO or Chair will:

- Ensure the matter is appropriately investigated in a timely manner.
- Ensure that confidentiality is maintained at all times.
- Where appropriate seek external consultancy or legal advice to ensure efficacy of the investigation and confidentiality for all parties.
- Ensure a written report is prepared for the Board.
- Ensure appropriate action is taken to correct any wrongdoing.
- Ensure that the individual is advised of the outcome and any action taken, and
- Ensure that the individual is not victimised or suffer any detrimental action in reprisal as a result of their disclosure.

5. Legislative Framework and Related Policies

- Code of Conduct – Policy 500
- Complaints and Appeals – Policy 110
- National Regulatory System
- NSW Affordable Housing Ministerial Guidelines 2020-2021