

Whistleblowing Policy Statement

Subject:	Title:		
Policy Owner:	Board		
Functional Area:	Organisational		
UIN:	P2008		
Effective Date:	26 th April 2023	Review Date:*	26 th April 2026
Scope:	This policy outlines Community Living Australia’s commitment to supporting employees, past employees, clients, their relatives, dependents or spouses to speak up about misconduct within Community Living Australia (CLA).		

Contents

2	<i>Purpose of this Policy</i>	2
3	<i>Who this policy applies to</i>	2
4	<i>Policy</i>	2
5	<i>Definitions</i>	3
6	<i>Relevant Resources</i>	5

Printed or personally saved electronic copies of this document are considered uncontrolled.
Access the current version of this document from CLA Our Space

- 1.1 This policy should be read in conjunction with the Whistleblowing Procedure which outlines the process involved in making and managing a disclosure.

2 Purpose of this Policy

- To encourage more disclosures of wrongdoing;
- To help deter wrongdoing;
- To ensure people who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
- To ensure disclosures are dealt with appropriately and in a timely manner;
- To provide transparency around CLA's position and procedures for receiving and managing disclosures;
- To support CLA's values and Code of Conduct;
- To support CLA's long-term sustainability and reputation; and
- To meet CLA's legal and regulatory obligations.

3 Who this policy applies to

- 3.1 This policy applies to individuals who are, or have been, any of the following in relation to:
- a) An officer or employee including permanent, full time, fixed term or temporary roles, interns, managers, Board members and Directors;
 - b) A supplier of services to CLA (paid or unpaid) and their workers including contractors, consultants, service providers and business partners;
 - c) Associates of CLA; and
 - d) A relative, dependant or spouse of an individuals listed in a to c.

4 Policy

- 4.1 At CLA we are guided by our values, which are the foundation of how we behave and interact with each other, our clients, and stakeholders. We are committed to the highest standards of honesty and integrity.

- 4.2 We encourage the reporting of any misconduct and want all people to know that we will take any concerns or reports of misconduct seriously.
- 4.3 We are committed to providing a safe and confidential process to make disclosures. We want everyone to have those disclosures taken seriously, without fear of victimisation or reprisal.
- 4.4 Where a disclosure is made, we will:
- respond promptly and fairly;
 - uphold people’s right to disclose anonymously;
 - protect and support the dignity, wellbeing, career and reputation of anyone who discloses on the basis of reasonable grounds for suspecting misconduct;
 - maintain the confidentiality of disclosers and everyone involved in the disclosure;
 - provide appropriate support and protection to everyone involved in the disclosure;
 - protect disclosers from reprisal, harassment or victimisation; and • investigate and resolve disclosures when appropriate.

5 Definitions

Disclosure A report of misconduct.

Under the Treasury Laws Amendment (Enhancing Whistleblower Protections) Act (2019) protections apply to disclosures which have been disclosed by someone who has reasonable grounds to suspect that the information concerns misconduct, or an improper state of affairs or circumstances; and the disclosure relates to conduct that:

- is an offence against, or contravention of, a range of specified banking, finance, corporate and insurance legislation;
- is an offence against any other law of the Commonwealth that is punishable by imprisonment of 12 months or more; or

- represents a danger to the public or the financial system.

Whistleblowing

When a discloser including an employee, past employee, customer, their relative, dependent or spouse speaks up about misconduct within, or by, Community Living Australia.

Wrongdoing

Misconduct, behaviour that does not align with CLA's organisational values, a breach of the NDIS Quality and Safeguarding Commission's or CLA's Code of Conduct and / or matters for which protections apply under the [Treasury Laws Amendment](#) (Enhancing Whistleblower Protections) Act (2019).

6 Relevant Resources

Legislation, external requirements and oversight bodies

[Corporations Act, 2001](#) (Cth)

[National Disability Insurance Scheme Act, 2013](#) (Cth)

[NDIS \(Code of Conduct\) Rules 2018](#)

[NDIS Practice Standards and Quality Indicators – Nov 2021 version 4](#) (Risk Management and Governance and Operational Management)

[Taxation Administration Act, 1996](#) (SA)

[Treasury Laws Amendment Act](#) (Enhancing Whistleblower Protections(2019) (Cth)

Supporting Quality Management System policies, procedures and/or forms

[Code of Conduct](#)

[Complaints Policy](#)

[Disciplinary Action Operating Procedure](#)

[Investigations Procedure](#)

[Privacy Policy](#)

[Violence, Abuse, Neglect and Exploitation towards People with Disability Policy](#)

Approved by	Date	Signature
Community Living Australia Board	26 th April 2023	