



Improving life for
women through
cancer research

Whistleblower Policy

Version	Date	Reviewers	Action
1.0		Rachael Sutton, Honorary Solicitory	Developed
1.0	4 May 2020	Audit Risk and Compliance Committee	Accepted for Board ratification
1.0	14 May 2020	ANZGOG Board	Ratified. Post on website and
1.0	1 June 2020	CEO	Provided staff, posted on website

Summary Statement

The Board of ANZGOG is committed to operating legally (in accordance with applicable legislation and regulation), properly (in accordance with organisational policy and procedures), and ethically (in accordance with recognised ethical principles).

Employees and volunteers are expected to cooperate with the organisation in maintaining legal, proper, and ethical operations, if necessary by reporting non-compliant actions by other people. Correspondingly, employees and volunteers who do assist in maintaining legal, proper, and ethical operations should not be penalised in any way.

Table of Contents

1	About this Document	4
1.1	Purpose	4
1.2	Scope and ownership	4
1.3	Approval by the Board	4
1.4	Review	4
1.5	Amendment	4
1.6	Responsibility	4
1.7	Document Management	5
1.8	Related Policies and documents	5
2	Policy	6
2.1	Objectives.....	6
2.2	Principles	6
2.3	Exceptions.....	7
	Appendix 1: ANZGOG Definitions and Abbreviations	8

1 About this Document

1.1 Purpose

The purpose of this document is to outline the Australia New Zealand Gynaecological Oncology Group (**ANZGOG**) policy on whistleblowing. The policy provides principles that apply to the reporting and handling of matters that may cause harm to individuals or to ANZGOG and to the protection and fair treatment of those who report such matters.

1.2 Scope and Ownership

The owner of this policy is the Board of ANZGOG. The Board is responsible for approving, reviewing and adopting this policy.

1.3 Approval by the Board

This document has been approved by the Board.

1.4 Review

The Board will ensure that this document is reviewed biennially.

1.5 Amendment

The Board may amend this document at any time.

1.6 Responsibility

Responsibilities under this policy are:

Position	Responsibility
Board	Policy owner
Audit & Risk Committee	Policy custodian
CEO	Executive Office oversight, maintenance of registers

1.7 Document Management

Approval and Change History

This table summarises the changes to and approval of this document. While the document is reviewed biennially, it is only subject to approval if changed.

Version	Author	Date	Approved By	Comments
V1	R Sutton/ Mills Oakley	29 April 2020		Initial document creation
V1		4 May 2020	Audit Risk and Compliance Committee	Board to ratify
V1		14 May 2020	ANZGOG Board	On website and to staff

1.8 Related Policies and Documents

This policy should be read with the following documents, but does not replace these:

- ANZGOG Employee Handbook

2 Policy

2.1 Purpose of this policy

ANZGOG's policy is an important tool for helping ANZGOG to identify wrongdoing that may not be uncovered unless there is a safe and secure way to disclose wrongdoing.

ANZGOG is committed to the highest standards of integrity and conduct. If an Eligible Whistleblower is aware of any possible wrongdoing, ANZGOG encourages an Eligible Whistleblower to disclose this information and ANZGOG will support the Eligible Whistleblower in doing so.

2.2 Objectives

The objectives of this policy are to:

- a) Encourage and provide guidance for the reporting of matters that may cause harm to individuals or financial or non-financial loss to ANZGOG or damage to its reputation;
- b) Enable ANZGOG to deal with reports of improper conduct in a way that will protect the identity of the Protected Whistleblower and provide for the secure storage of the information provided;
- c) Establish the principles by which any Protected Whistleblower may report improper conduct through the appropriate channels in ANZGOG;
- d) Establish principles for the support and protection of any Protected Whistleblower who wishes to report improper conduct, against reprisal by any person internal or external to the entity;
- e) Provide for the appropriate infrastructure to support Protected Whistleblowers;
- f) Help to ensure ANZGOG maintains the highest standards of ethical behaviour and integrity; and
- g) Provide all Protected Whistleblowers with procedural fairness.

2.3 Application of policy

This policy applies to and provides protections to Protected Whistleblowers.

An individual is a Protected Whistleblower and entitled to protection under the *Corporations Act 2001* (Cth) (**Corporations Act**) and, if applicable, under the *Taxation Administration Act 1953* (Cth) (**Taxation Administration Act**) if:

- a) the individual is an Eligible Whistleblower; and
- b) the individual has disclosed (or intend to disclose) a Reportable Matter to an Eligible Recipient or to the Australian Securities and Investments Commission (**ASIC**), the Australian Prudential Regulation Authority (**APRA**) or another entity prescribed under the Corporations Act (**Protected Whistleblower**).

A Protected Whistleblower will also be entitled to protection if the Protected Whistleblower gets advice from a legal practitioner on the operation of whistleblowing protection laws.

Also, in more specific and limited circumstances where a matter is of public interest or there is an emergency, a Protected Whistleblower may also make report to a journalist or a member of Parliament and this report may be protected if the Protected Whistleblower satisfies the criteria for making a public interest or an emergency disclosure to be covered by the whistleblower protections. ANZGOG recommends that the Protected Whistleblower contact an independent legal adviser before making a public interest or an emergency disclosure.

2.4 Principles

- a) The section 2.4b) below sets out what is a Reportable Matter that will qualify for legal protection under the Corporations Act (or the Taxation Administration Act, where relevant). Disclosures that are not about a Reportable Matter will not be protected under the Corporations Act or the Taxation Administration Act and this policy.
- b) Examples of a disclosure that will concern a Reportable Matter if an Eligible Whistleblower has reasonable grounds to suspect that the information being disclosed is about:
 - misconduct (including fraud, negligence, default, breach of trust and breach of duty);
 - an improper state of affairs or circumstances;
 - behaviour that represents a danger to the public or the financial system;
 - a breach of the Corporations Act; or
 - a breach of the Taxation Administration Act or improper conduct in relation to the tax affairs,

in relation to ANZGOG or a related body corporate of ANZGOG (**Reportable Matter**).

- c) Any person within ANZGOG to whom such a disclosure of a Reportable Matter is made is responsible to ensure that the allegation is investigated, or appropriately escalated to an Eligible Recipient.
- d) All investigations in relation to a disclosure of a Reportable Matter shall be conducted promptly, with regard to the rules of natural justice and the provisions of procedural fairness, and accord with the principles and values of ANZGOG.
- e) Disclosures of a Reportable Matter may be made anonymously, and this anonymity shall be protected, unless overridden by due process of law.
- f) ANZGOG will ensure that, provided the disclosure of the Reportable Matter was not made anonymously, the Protected Whistleblower is kept informed of the outcomes of the investigation of his or her allegations, subject to the considerations of privacy of those against whom allegations are made.

2.5 Exceptions

- a) A Complaint regarding a personal work-related grievance of an Eligible Whistleblower that does not involve a detriment (or threat of detriment) caused to the Eligible Whistleblower is not a Reportable Matter and is not protected under the Corporations Act or Taxation Administration Act.
- b) A personal work-related grievance is one that relates to the Eligible Whistleblower's current or former employment that has implications for the Eligible Whistleblower personally but does not have significant implications for ANZGOG.
- c) An example of a personal work-related grievance that is not a Reportable Matter could include if the Eligible Whistleblower believes there has been a missed promotion that the Eligible Whistleblower deserves or if the Eligible Whistleblower does not like the managerial style of the supervisor.
- d) However, a personal work-related grievance may still qualify for protection as a Reportable Matter under the law if (for example):
 - it is a mixed report that includes information about a Reportable Matter (as well as a work-related grievance);

- ANZGOG has broken employment or other laws which are punishable by imprisonment for twelve (12) months or more or acted in a way that is a threat to public safety;
- the disclosure relates to information that suggests misconduct that goes further than the Eligible Whistleblower's personal circumstances; or
- the Eligible Whistleblower suffers from, or is threatened with, detriment for making a disclosure.

2.6 How this policy is made available

This policy can be found in accessible folders on the ANZGOG network or on <X:\ANZGOG\ANZGOG Operations Manual\Staff Forms and Information> and on ANZGOG's website.

2.7 Further information and advice

For further information, refer to other related policies or contact Ursula Walters, Finance Manager.

Appendix 1: ANZGOG Definitions and Abbreviations

Term	Definition/Abbreviation
Board	The Board of Directors of ANZGOG.
Eligible Recipient	Defined in ANZGOG's Whistleblower Procedures.
Eligible Whistleblower	<p>An Eligible Whistleblower is a person who is, or has been, any of the following:</p> <ul style="list-style-type: none">• an officer or employee of ANZGOG (this includes current and former employees who are permanent, part-time, fixed-term or temporary, interns, secondees, managers and directors);• a person who supplies goods or services to ANZGOG or an employee of a person who supplies goods or services to ANZGOG (whether paid or unpaid) - this could include current and former volunteers, contractors, consultants, service providers and business partners;• a person who is an associate of ANZGOG - for example, a director or company secretary of ANZGOG or a related body corporate of ANZGOG; or• a relative, dependent or dependent of the spouse of any person referred to in this definition of Eligible Whistleblower.