

# GUIDELINES – WHISTLEBLOWER PROTECTION POLICY FOR EMPLOYEES & SERVICE PROVIDERS

Developed: Nov 2019  
Revised: May 2020

## 1. Preamble

There are different legislative requirements in relation to EREA's responsibilities in protecting individuals making a qualifying whistleblower disclosure. As such, EREA has created two sets of Guidelines to the Whistleblower Protection Policy to accommodate the following groups:

- i) The Employees and Service Providers Guidelines should be used by employees, service providers and contractors; and
- ii) The Students and Parents Guidelines are for parents and students.

Both sets of Guidelines outline the process by which EREA manages the reporting of actual, planned or suspected 'wrongdoing' which cannot be reasonably managed through internal reporting procedures. EREA has extensive internal reporting procedures for matters relating to a variety of topics, including:

- i)



report information to the Disclosure Officers & Committee  
External Regulators can be contacted directly

- vii) External Service Provider (Your Call)  
Independent, external firm appointed by EREA to administer the online disclosure management system which captures disclosures from emails, phone calls and other means.  
Ensures the anonymity of anyone making a disclosure is maintained independently of EREA's IT Systems.

## 5. Scope

EREAs Whistleblower Protection Policy and accompanying Guidelines are available to all current or former:

EREAs Council and Board Members

EREAs Executive Director

EREAs National Directors and Mission Team staff members

Principals, Deputy Principals & Business Managers  
permanent, part

a significant threat to the environment  
significant breach of the terms of any contract that binds EREA

anonymously and will take all reasonable steps to reduce the risk that the discloser will be identified as a result of the investigation.







It is acknowledged that an investigation may not be able to be undertaken if the discloser is not able to be contacted (eg if a disclosure is made anonymously and the discloser has refused or omitted to provide a means of contacting them).

## 9. Provision of Feedback

If the whistleblower's identity is known to the Whistleblower Investigator then, where possible EREA will provide feedback to the whistleblower during the course of the investigation and will ensure that the whistleblower will be informed of the outcome of an investigation and in particular:

if the whistleblower's concern was substantiated, the action that has been taken or will be taken to address the issues;

if the whistleblower's concern was not substantiated, that no further action will be taken unless further information becomes available.

## 10. How to Make a Whistleblower Disclosure

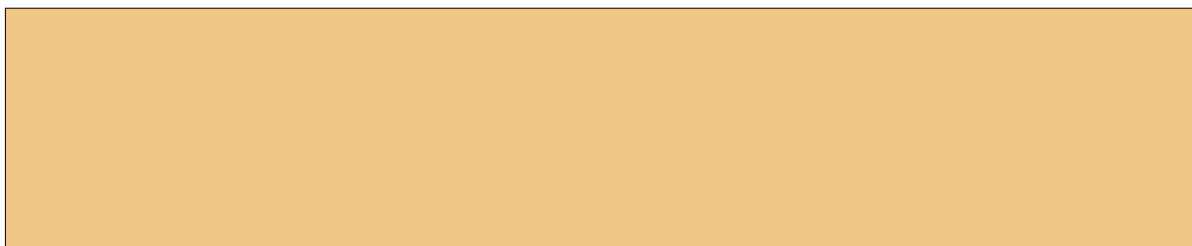
To provide effective protection of whistleblowers, including allowing continuous discussion with anonymous whistleblowers, EREA has appointed Your Call to act as an eligible recipient of disclosures.

A whistleblower disclosure to Your Call may be provided on an anonymous basis or on the basis that the whistleblower's identity is disclosed to Your Call only and kept confidential from EREA. The provision of the whistleblower's identity to Your Call can assist in any subsequent investigation and allow Your Call to follow up and seek any clarification or feedback.

Concerns can be raised by submitting a whistleblower disclosure directly to Your Call through the following methods:

*Website*            <https://www.yourcall.com.au/report>  
24/7

*Telephone*        1800 316 519 relevant number  
9am and 12am, recognised business days, AEST



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 Protection Officer to the appropriate delegated authority to manage and will be recorded as not being a disclosable matter. Protection of anonymity does not apply in the same strictness to disclosures that are not disclosable matters, however confidentiality will be maintained as appropriate.