



Australian Islamic College

PERTH

WHISTLEBLOWER PROTECTION POLICY AND PROCEDURES

Postal Address: PO Box 252, Cloverdale, WA 6985

Tel: (618) 9362 5340 **Email:** info@aic.wa.edu.au **Website:** www.aic.wa.edu.au

Thornlie College: 17 Tonbridge Way, Thornlie Ph: 9493 2718

Dianella College: 81 Cleveland St, Dianella Ph: 9375 9770

Kewdale College: 139 President St, Kewdale Ph: 9362 2100

Table of Contents

Policy Statement	3
Procedures	3
Reportable Conduct.....	3
Reporting Procedure	3
Investigation Procedure	4
Abuse of Reporting Process	4
Monitoring and Training.....	4

WHISTLEBLOWER POLICY AND PROCEDURES

Policy Statement

The purpose of this policy is to establish a procedure to provide whistleblowers protection, allowing students, parents, staff and others to come forward confidentially and anonymously, to the extent possible by law.

The goal of this policy is to provide very clear guidelines on how AIC will approach and manage disclosures of information under this policy.

Procedures

The College is committed to ensuring anyone providing information under this Policy knows where they can report their concerns, knows what will happen after they make a report, and feels safe in providing their disclosure of information. The College is committed to ensuring they are not victimized or subjected to any form of detrimental action or retaliation or other abuse because they made a report.

The student, parent, staff member or other person involved with the College has the right to decide whether to make a complaint as per the College's Complaints and Disputes Policy & Procedure, or whether to make their disclosure using the anonymity provided within the Whistleblower Policy.

Reportable Conduct

A student, parent, staff member or other person involved with the College should report the following conduct (reportable conduct) when observed by the reporting individual acting in good faith:

- Fraudulent, corrupt or unethical conduct
- Illegal acts including theft, drug sale or use, violence or threatened violence and criminal damage against property
- Dishonesty
- Breaches of relevant laws, regulations, by-laws
- Serious breaches of College policies and Codes of Conduct
- Discriminating, harassing or bullying behaviour of any kind
- Child abuse
- Any conduct which is detrimental to the College's reputation and could cause financial or non-financial loss.

Reporting Procedure

A student, parent, staff member or other person involved with the College who wishes to make a report in connection with reportable conduct should contact the Executive Principal directly on 08 9362 2100 or if the preference is to do so in writing by posting to the Executive Principal, Australian Islamic College, PO Box 252, Cloverdale, WA 6985 and marking the envelope "private and confidential".

All reports will be kept confidential and secure. All persons making a report are assured that in making a report they will not be personally disadvantaged by dismissal, being demoted, or any form of harassment, bullying or discrimination or current or future bias. The investigation will be conducted as per the College's investigation protocols and in line with Privacy laws.

Any person who, having made a report, believes they have been personally disadvantaged has an automatic right of appeal to the Executive Principal or to the AIC Board Chair whose decision will be complied with by the College.

Anonymity

The College is committed to respecting and protecting the identity of the person making the allegation if they choose to make an anonymous report. They can choose to remain anonymous while making a report, during interactions within the investigation, as well as after the case is closed. At any given time they can choose to

identify themselves, but this is their personal choice and at no point do they need to do so nor will they be forced by the College or its representatives to do so.

Any information that could potentially identify an anonymous informant will be held in the strictest of confidence and will not be shared, unless the College is compelled by law.

The identity of the person who has made the report, or any information that could lead to the identity of that person, will not be released to any person who is not directly involved in the investigation / resolution of the matter.

The same anonymity protections will also be afforded to any witnesses interviewed during the investigation.

Investigation Procedure

All reports of reportable conduct will be the subject of thorough investigation by the investigator.

Best practices will be followed and the College is committed to ensuring the investigation will be fair and independent of the person who made the report and the person who is the subject of the reportable conduct.

The investigation will be conducted in accordance with the College's Procedures for Conducting a Workplace Investigation which includes:

- Preliminary enquiries / interviews to ascertain full details of allegations
- Examining and assessing available information
- Informing person against whom allegations are made
- Involvement of external parties / agencies where considered appropriate by the Executive Principal and/or Board Chair
- Full investigation of allegations, where the steps taken above have determined the allegation is or may be supported by facts
- Executive Principal and/or Board Chair to determine appropriate action to be taken.

External 3rd Party Investigators

Where the Executive Principal and/or Board Chair determines the allegations to be of a very serious nature, external investigators may be engaged.

Examples of how the College may use a 3rd party include:

- **Accounting / Auditing Firms:** The College may use an external accounting firm to conduct forensic investigations.
- **External Investigators:** The College may assign a specialist investigative consultant to investigate specific cases where the College believes this would be in the best of interest of some or all parties.
- **Human Resource Consultants:** The College may use an external human resources consultant.

Abuse of Reporting Process

All reports made under the confidential reporting process must be made in good faith. Abuse of the confidential reporting process will not be tolerated and will be treated as a serious breach of the College's Policies and Codes of Conduct.

Monitoring and Training

The College may monitor and review this Policy regularly to assess its effectiveness in encouraging the reporting of reportable conduct, protection of persons making reports, and investigation of reports.

Education and training about the procedures involved under this Whistleblower Protection Policy, as with all College policies, will be provided to senior management. The College community will be informed in relation to the Policy and the protections and procedures contained therein.

Implementation date: [July 2019]
Approved by: [Executive Principal]
Next review: [July 2020]