

1 Purpose

- 1.1 Hume Community Housing (Hume) is committed to a culture of accountability and integrity through implementation of systems that support transparent decision making, ethical behaviour and good governance. In addition, Hume's values also guide our behaviour and are set out in the [Code of Conduct](#) policy. Through demonstration of our values we create the work environment that welcomes employees to speak up on things they feel aren't right, and be heard free from repercussion.

The purpose of this policy is to ensure that Hume:

- Promotes the responsibility of Hume Directors, employees, consultants, contractors and any other parties acting as representatives or agents of Hume to report inappropriate conduct within the organisation;
- Provides employees, suppliers and their families with an avenue for reporting inappropriate conduct;
- Outlines the channels through which inappropriate conduct can be reported;
- Encourages employees and representatives to report inappropriate conduct by emphasising the protections offered to those who do so; and
- Ensures that inappropriate conduct is detected, addressed appropriately and prevented in the future.

2 Scope

- 2.1 This policy applies to all Hume Directors, employees, consultants, consultants, and volunteers. It extends to suppliers and relatives of employees and contractors who make disclosures which trigger whistleblower protections.

Hume is committed to regular review of the whistleblower program to ensure its effectiveness.

This policy will be published on Hume's Policy and Procedure drive and website, and is intended to be accessed by anyone. Hume also disseminates and makes this policy available through ongoing training for employees.

3 Policy

- 3.1 Hume is committed to creating and maintaining a values based and open working environment in which employees, Directors, consultants, contractors, suppliers and volunteers can raise concerns regarding unethical, unlawful or undesirable conduct, known as 'Reportable Conduct' without fear of reprisal.

Hume encourages reporting these suspicions to ensure the organisation can swiftly and appropriately address any confirmed issues, continues to improve and continues to deliver services fairly and equitably.

This policy is intended to cover concerns that are in the public interest and may at least initially be investigated separately, but might then lead to the commencement of other procedures, e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud;
- Failure to comply with a legal obligation or statutes;
- Dangers to health and safety or the environment;
- Criminal activity;
- Improper conduct or unethical behaviour; and
- Attempts to conceal any of these.

Hume provides a completely independent, external disclosure option for reporting such concerns. Concerns may also be raised informally via internal reporting lines and/or People and Culture.

Please note that if an individual is found to deliberately make malicious or vexatious allegations, disciplinary (including termination) and/or other legal action may be taken against that individual.

Notification to the Registrar of Community Housing

If the incident is a notifiable incident as determined by the Registrar of Community Housing and outlined in the [Policy & Procedure – Notifiable to Registrar](#) is also to be followed.

4 References

This policy should be read in conjunction with:

- Procedure – Whistleblower and Employee Disclosure
- Policy & Procedure - Grievance
- Policy & Procedure - Termination of Employment
- Policy & Procedure - Notifiable Incidents to Registrar
- Policy - Code of Conduct

5 Responsibilities

- The Board is responsible for ensuring this Procedure is established
- The EM PC&C to implemented and ELT to reviewed
- Managers are responsible for ensuring that this policy is implemented
- Employees are responsible for ensuring they follow this policy.

6 References

National Employment Standards
Fair Work Australia
Corporations Act 2001

7 Responsibilities

7.1

Role or responsibility	Position or delegation level
Developing the process for this policy	EMPC&C
Ensuring policy aligns with compliance obligations	EMPC&C
Approving Policy	People & Culture Committee
Implementation	All employees
Policy review	Every 3 years

8 Approval and Review Details

Approval and Review	Details
Approval Authority	People & Culture Committee (PCC)
Policy Owner	EMPC&C
Next Review Date	August 2025
Policy History	Details
Original Approval Authority and Date	Board 22/02/2012
Amendment Authority and Date	N/A
Notes	