



Whistleblower Policy

1. Policy Statement

Bowls Victoria (**BV**) maintains a firm stance in relation to encouraging the reporting of unlawful or unethical behaviour and ensuring that BV personnel are assured of protection where violations are reported in good faith.

2. Scope & Responsibility

This policy applies to all BV personnel including; employees, temporary staff, directors, independent contractors, volunteers and work experience students.

3. Aim

BV aim to encourage disclosure of wrongdoing by providing convenient and safe disclosure mechanisms and protection for Whistleblowers.

4. Implementation Overview

It is the responsibility of all BV personnel to report concerns regarding Reportable Conduct so that BV can address and correct inappropriate conduct and actions.

Once a report has been submitted, BV will:

- Appoint a Whistleblower Protection Officer to keep the Whistleblower informed of the progress and outcomes of the investigation
- Appoint a Whistleblower Investigations Officer to investigate the substance of any complaint regarding Reportable Conduct
- Provide confidentiality to the Whistleblower when requested (subject to legal requirements)
- Hold information securely and in strict confidence where possible
- Thoroughly investigate reports with the view of substantiating or refuting the claims
- Promptly inform the Whistleblower of the outcome of the investigation

Provided a report is raised in good faith, the Whistleblower is not at risk of losing their employment, role within BV or suffering any form of reprisal for coming forward and will be supported by BV.

5. Evaluation

Reports of Reportable Conduct will be maintained on an ongoing basis, reviewed at least annually and reported to the Board by the Chief Executive Officer.

An analysis of outcomes from reports of Reportable Conduct may lead to revisions in the policy or in implementation guidelines as appropriate.

Policy Checklist:

Legislation Compliance (where appropriate)	<i>Corporations Act 2001 (Cth), Public Interest Disclosure Act 2013 (Cth) and Protected Disclosure Act 2012 (Vic) as amended from time to time</i>
Applicable Documents	BV Policies/Procedures and other BV Documents: Whistleblower Procedure Equal Opportunity – Anti Discrimination, Anti-Harassment and Anti-Bullying Policy Equal Opportunity – Anti Discrimination, Anti-Harassment and Anti-Bullying Information & Procedure Disciplinary and Termination of Employment Procedure Employee Grievance and Complaints Procedure Employee Grievance and Complaints Form
BV Strategic Plan Alignment (where appropriate)	Whistleblower practices shall apply across implementation of all goals within the Strategic Plan.
BV Budget Implications (where appropriate)	Allowances shall be made in the annual budget for access to the Employee Assistance Program and legal advice as required.

Policy History and Version Control

The BV Whistleblower Policy will be reviewed every three years.

Version	Prepared	Reviewed	Approved	Date Approved
1.0	Strategic Business Analyst	Governance Committee	Board	17/05/2018
2.0	Chief Executive Officer	Governance Committee	Board	19/11/2020