



aafie
AUSTRALIAN ASSOCIATION FOR FLEXIBLE AND INCLUSIVE EDUCATION

Whistleblower Policy

Policy number	POL009	Version	1
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

Purpose: The AAFIE Foundation (AAFIE) is committed to fostering a culture of legal, ethical and moral behaviour and exemplary corporate governance

Policy Statement: This Whistleblower Policy has been developed so that people can raise concerns regarding situations where they believe that AAFIE or anybody connected with AAFIE has acted in a way that constitutes serious wrongdoing, including unethical, illegal, corrupt or other inappropriate conduct.

Scope/Applicable to: Board, employees, members and volunteers of AAFIE and all partner organisations

Whistleblowing: A Whistleblower is a person who, whether anonymously or not, attempts to report misconduct or dishonest or illegal activity that has occurred in connection with AAFIE, and wishes to avail themselves of protection against reprisal for having made the report.

Reportable Conduct: A person may disclose any information that the person has reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances in relation to AAFIE.

It does not include general complaints and grievances (unless the grievance includes victimisation due to whistleblowing) as these matters are dealt with under other policies.

Processes: To make a protected report, a person must know of or have reasonable grounds to suspect the Reportable Conduct.

For a report to be investigated, it must contain enough information to form a reasonable basis for investigation, including any known details about the events underlying the report such as the date; time; location; name of person(s) involved; possible witnesses to the events; and evidence of the

events (e.g. documents, emails). It is also to include any steps you may have already taken to report the matter elsewhere or to resolve the concern.

A report must be made to the Chair of the Board other Board Member to protect anonymity if required.

AAFIE Foundation will protect individuals who have made a report to:

- a) To the Australian Securities and Investments Commission (**ASIC**) or the Australian Prudential Regulation Authority (**APRA**) or another Commonwealth regulatory body prescribed in legislation;
- b) To a legal practitioner for the purposes of obtaining legal advice or legal representation about whistleblower protections; or
- c) That qualifies as an emergency or public interest disclosure under the Corporations Act 2001(Cth).

It is important for whistle-blowers to understand the criteria for making a public interest or emergency disclosure and it may be prudent to consult an independent legal adviser before making a public interest or emergency disclosure.

Related Documents: All other AAFIE policies