

WHISTLEBLOWER POLICY

Purpose

The Gisborne and District Bowling Club (Bowling Club) maintains a firm stance in relation to encouraging the reporting of unlawful or unethical behaviour and ensuring that Bowling Club personnel are assured of protection where violations are reported in good faith, and appropriate action is undertaken to address and correct inappropriate conduct and actions.

Policy

Scope and Responsibility

This policy applies to all Bowling Club personnel including: Directors, Committee members, members, independent contractors and volunteers.

Aim

The Bowling Club aims to encourage disclosure of wrongdoing by providing convenient and safe disclosure mechanisms and protection of Whistleblowers.

Implementation

It is the responsibility of all Bowling Club personnel to report concerns regarding Reportable Conduct (refer to Protected Disclosure Act 2012) so that the Bowling Club can address and correct inappropriate conduct and actions.

Concerns regarding Reportable Conduct should be reported in writing to:

Stephen Blaker
Barrister and Solicitor
Email: stephen@gisbornelegal.com.au
Mail: 45 Hamilton St, Gisborne, 3437.

Once a report has been submitted, Stephen Blaker, in consultation with the Chairman of the Bowling Club's Board (or Tony Hedley) from the Bowling Club if the Reportable Conduct relates to the Chairman and/or the Board) will:

- appoint a Whistleblower Protection Officer to keep the Whistleblower informed of the progress and outcomes of the investigation, and
- appoint a Whistleblower Investigations Officer to investigate the substance of any complaint regarding Reportable Conduct.

The Whistleblower Protection Officer will provide confidentiality to the Whistleblower when requested (subject to legal requirements).

The Whistleblower Investigations Officer will:

- hold information securely and in strict confidence where possible,
- thoroughly investigate reports with the view of substantiating or refuting the claims, and
- promptly inform the Whistleblower of the outcome of the investigation.

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

Evaluation

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

An analysis of outcomes from reports of Reportable Conduct may lead to revisions and/or implementation of policies and procedures as appropriate.

Reviewing this Policy

This policy will be reviewed every two years and we undertake to seek points of view, comments and suggestions from members when this review takes place.

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